PABX

User's Manual

Group Telephone System

Please read this manual before using

Table of Contents

Chap 1 Brief Introduction & Features....1
1.1 System Overview....1
1.2 Features....1
Chap 2 Installation & Connection....2
2.1 System Appearance....2
2.2 Technical Parameter....3
2.3 Attention....4
2.4 Warning....4
2.5 Installation procedure....4
2.5.1 Connecting C.O. lines & extensions to the unit:....4
2.5.2 Zero-load power-on inspection:....5
2.6 Direct Access when Power Failure....5
Chap 3 System programming....6
3.1 Before programming....6
3.2 Basic Command....6
3.2.1 Enter into System Programming Status....6
3.2.2 Change the Password....7
3.2.3 Flash Time Setting....7
3.2.4 System Return to Default Setting....7
3.2.5 Setting Delay time for outgoing call transfer....7
3.3 Enable/Disable C.O. Lines....8
3.3.1 Enable All C.O. Lines....8
3.3.2 Disable All C.O. Lines....8
3.3.3 Enable No. M C.O. Line....8
3.3.4 Disable No.M C.O. Line....8
3.4 Day / night mode & weekend mode setting....8
3.4.1 System Date/Time setting....8
3.4.2 Day/night change mode setting....9
3.4.3 Day/Night work time setting....9
3.4.4 Weekend mode setting (Optional)....9
3.5 Setting Operator....10
3.5.1 Setting Operator....10
3.5.2 Fast Dialing Operator....10
3.6 Setting Operating mode....10
3.6.1 Setting Operator Mode for All C.O. Lines....10
3.6.2 Setting Operator Mode for Certain C.O. line....10
3.6.3 Ringing mode when all the ringing extensions is busy....11

3.6.4 Setting Auto-attendant Mode (OGM) for All C.O. Lines....11
3.6.5 Setting Auto-attendant Mode (OGM) for Certain C.O. line....11
3.6.6 Setting Auto-attendant Mode....12
3.6.7 CRBT (Directly ringing while play OGM Process in Auto-attendant Mode)....12
3.7 OGM setting (Outgoing Message)....13
3.7.1 Setting OGM paragraph mode....13
3.7.2 OGM recordable time....13
3.7.3 OGM Recording (multiple paragraphs mode)....13
3.7.4 OGM playing (multiple paragraphs mode)....14
3.7.5 One paragraph OGM Mode....14
3.7.6 Recording volume Setting & Monitoring....14
3.8 Monitoring the Holding Music....15
3.9 C.O. Line Call in Auto-attendant Mode Process....15
3.9.1 Enable/Disable OGM Fast dialing function....15
3.9.2 OGM busy Process in Auto-attendant Mode....15
3.9.3 Auto-attendant Mode no dial Process....16
3.9.4 Called Extension Busy Process....16
3.9.5 Called Extension No Answer Process....17
3.10 Setting Operator Ringing Ext....17
3.10.1 Ringing Extensions Assignment/ to Cancel in Day mode....17
3.10.2 Ringing Extensions Assignment/ to Cancel in Night mode....17
3.11 Dialing-out Mode Setting....18
3.11.1 Set Indirect-Dialing-Out Mode for All Exts....18
3.11.2 Set Indirect-Dialing-Out Mode for Certain Ext....18
3.11.3 Set Direct-Dialing-Out Mode for All Exts....18
3.11.4 Set Direct-Dialing-Out Mode for Certain Ext....19
3.12 Call Restriction-Class Assignment....19
3.12.1 Class Assignment for All Extensions....19
3.12.2 Class Assignment for Certain Extension....19
3.13 Setting Restriction Item (A/B)....20
3.13.1 Setting Restriction Item A....20
3.13.2 Clear Restriction Group of Item A....20
3.13.3 Clear All Restriction of Item A....20
3.13.4 Setting Restriction Item B....21

3.13.5 Clear Restriction Group of Item B..... 21
3.13.6 Clear All Restriction of Item B..... 21
3.14 Assign Special Calling-out Number.....21
3.14.1 Assign Special Calling-out Number for Class 0... 21
3.14.2 Clear Permission of Certain Group..... 22
3.14.3 Clear All Permission.....22
3.15 Calling Time Restriction Setting / Clear.....22
3.15.1 Calling Time Restriction Setting.....22
3.15.2 Clear Calling Time Restriction.....22
3.16 Exts. Using C.O.Lines Access.....23
3.16.1 Assign Exts. Outgoing to Certain C.O. Line / to Clear in day mode..... 23
3.16.2 Assign Exts. Outgoing to Certain C.O.Line / to Clear in night mode.....23
3.17 Flexible coding.....23
3.17.1 Assign Extension Number (Freely Change the Exts. Number)..... 23
3.17.2 Restoring Original Extension Numbers..... 24
3.18 Ringing/Transfer/Reservation time..... 24
3.18.1 Internal Call Ringing Time..... 24
3.18.2 Operator Dialing/Transfer Ringing Time.....24
3.18.3 No Answer Transfer Time/ Call forwarding Time. 24
3.18.4 External Line Reservation Time.....25
3.19 Transfer Operation Parameter.....25
3.19.1 External Transfer Mode.....25
3.19.2 External Transfer to a no answer Extension Process..... 25
3.19.3 Enable/disable Call Forwarding Settings reserved when Power Failure..... 25
3.20 CID functions Setting.....25
3.20.1 Add Digits for Intercom CID.....25
3.20.2 Internal CID mode(transmit mode) setting.....26
3.21 Ext. groups function setting..... 26
3.21.1 Assign the Exts. groups number.....26
3.21.2 Join the Exts. groups members..... 26
3.21.3 Setting the Exts. Groups working mode.....27
Chap 4 Operating Instruction.....28
4.1 Day/Night Mode Setting.....28
4.1.1 Manual Setting.....28

4.1.2 Automatic Mode Setting..... 28
4.2 Outward Call..... 28
4.2.1 Outward Dialing 9 First (or Dialing Directly)..... 28
4.2.2 Outward Call by Choosing a Certain Line.....29
4.2.3 CO line booking..... 29
4.2.4 Automatically Callback when Busy.....29
4.2.5 Outgoing Call Transfer (Secretary Function).....30
4.2.6 Automatically Redial.....30
4.3 Intercom Call.....30
4.3.1 Intercom Call at Indirect-Dialing-Out Mode..... 30
4.3.2 Intercom Call at Direct-Dialing-Out Mode..... 31
4.3.3 Calling to Exts.group at Direct-Dialing-Out Mode..31
4.3.4 Connect with Operator Directly.....31
4.3.5 Extension booking.....31
4.4 Answering call.....32
4.4.1 Answering Calls at Operator Mode..... 32
4.4.2 Answering Calls at Auto-attendant Mode..... 32
4.4.3 Call pick up..... 32
4.5 C.O. Line Reservation..... 33
4.6 Call Transfer (External Call).....33
4.6.1 Transfer to one certain Extension.....33
4.6.2 Transfer to one certain Exts.Group..... 34
4.7 Call switch (call pick during conversation).....34
4.8 R key function.....35
4.9 Secretary Function(Outgoing Call Transfer Function). 35
4.10 Three Way Conference (1 C.O. Line and 2 Exts)..... 35
4.11 Set & Clear other Ext. Call forwarding through Programming Extensions..... 36
4.12 Call Forwarding.....37
4.12.1 Setting Call Forwarding Directly（Manager/Secretary function）.....37
4.12.2 Clear Setting Call Forwarding Directly..... 38
4.12.3 Call Forwarding When Ext is Busy or Nobody Available.....38
4.12.4 Clear Call Forwarding When Ext is Busy or Nobody Available.....38
4.12.5 Setting Call Forwarding (to external number)talking time..... 38
4.13 Inquiry Functions..... 39

4.13.1 Reporting of Ext number for Caller ID phone..... 39
4.13.2 Reporting of System time..... 39
4.13.3 Reporting of PBX System Version..... 40
4.13.4 Reporting of PBX System Status..... 40
4.14 Priority Access and Monitoring.....40
4.15 Setting Don't Disturb / Clear..... 40
4.15.1 Setting Don't Disturb.....40
4.15.2 Clear Don't Disturb.....41
4.16 Clear Extension Function Setting.....41
4.17 Call All Extension..... 41
Chap5 Maintenance&Troubleshooting..... 42
5.1 Outgoing calls can't be made..... 42
5.2 Outside calls can't dial in.....42
5.3 Intercom can't be made..... 42
Chap 6 Glossaries.....43
Chap 7 Default Settings..... 44
Chap 8 System Programming & Operation Instruction.....45
8.1Index of Basic Operation.....45
8.2 Index of system programming.....46
Day/Night work time setting.....46
External Transfer Mode.....47
Appendix I Abbreviated-dialing.....50
1.1 Programming setting.....50
1.2 Operating instruction.....50
Appendix II Auto FAX Detect function.....51
2.1 Programming setting.....51
Operating instruction.....51
Appendix III Intelligent Routing select (LCR).....51
3.1 Intelligent Route select functions.....51
3.2 Programming setting.....51
3.3 Operating instruction.....53
Appendix IV IP dialing function.....54
4.1 Programming setting.....54
4.2 Enable/Disable IP Dialing function,..... 54
4.3 IP Prefix Number Setting.....54
4.4 IP Prefix Dialing.....54
Appendix VI Door-phone Functions..... 55
5.1 Connections instruction:..... 55
5.2 Setting Door-phone function.....55

5.2.1 Setting the connector port for Door-phone..... 55
5.2.2 Doorphone ringing Extensions Assignment..... 56
5.2.3 Door phone call auto transfer to CO line setting.... 56
5.2.4 Setting Duration of switch Signal..... 56
5.3 Operating Instruction..... 56
5.3.1 Door phone call & Door opener (call internal extension)..... 56
5.3.2 Door phone call & door opener(forwarding to C.O line)..... 57
5.3.3 Door-open directly..... 57

Chap 1 Brief Introduction & Features

1.1 System Overview

With its design and manufacture according to G.712 and G.732 protocols of CCITT, the system integrates virtues of various KTSs with advanced functions of PABX, and has unique advantage in innovation. As a type of new generation with over 50 powerful functions for business and management, it has wide application in offices, enterprises, hotels……etc. In a word, it is a ideal equipment for users to better communication conditions, improve work efficiency, control call fee payment, and make office intelligent come true.

1.2 Features

- Top-quality elements of system hardware, ISO 9000 standard, excellent circuit design. So a complete system is of advanced technology and high integrated level.
- Programming can be made by key phone or regular phone
- Transfer caller ID
- Automatically redial while the Ext is at Direct-Dialing-Out mode& Indirect-Dialing-Out mode.
- One key phone interface
- Real time clock and can set day/night/ lunch time.
- Automatically CO line transfer to CO line.
- Auto LCR & IP prefix dialing
- 96 groups abbreviate dialing
- Fax detect
- Up to 50s OGM recording in four paragraphs

Chap 2 Installation & Connection

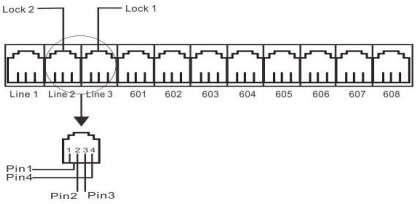
Before Installation

For easy and quick installation and connection, it is strongly recommended that the user read and follow the following instruction carefully so as not to damage the system accidentally by incorrect operation.

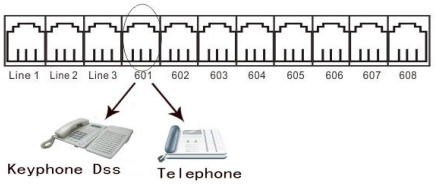
2.1 System Appearance

NOTE:

1. **For 208 the line 2 & the N.O. (and for 308 the line 2& the line 3) interface pin1 & pin4 is a relay output port for door lock, pin 2 & pin3 is for Co line. As picture:**



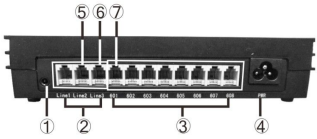
2. **Ext 601 is the keyphone interface , also Ext 601 can connect normal phone, As picture:**



3. **For music interface is for external holding music input (connect to MP3 player).**

208/308 Front View:

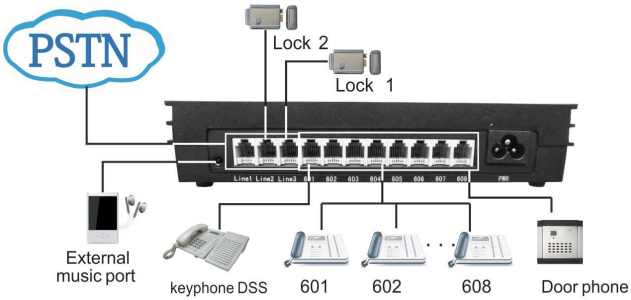
208/308 Rear View :



①External Music interface **②Co line Port**
③Extension Port **④Power Socket**
⑤Lock interface 2 **⑥Lock interface 1**

⑦keyphone interface

208/308 Connection Diagram:



2.2 Technical Parameter

Power Supply Voltage ----------AC 220V or AC 110V, 50-60Hz
Power Dissipation ----------≤20VA
Exchange Mechanism----------Analog spatial division
Type of Telephone----------Dual Tone Multi-Frequency
Communications Lines----------108---2 （1 for Ext.,1 for CO line）;
206---3; 208/308---7
IC Power Supply ----------±5V
Distortion ----------≤10%
Ringing Voltage ----------AC 70V±10% 50HZ
Crosstalk Attenuation ----------≧70 dB
Transmission Loss---------- 0.37 dB

2.3 Attention

Please pay attention to the important items of installation:

1. The telephone exchange shall be installed in a stable indoor place with dry, ventilated environ ment. (Temperature Range: 0-45℃, Humidity Range: 20%-80%.Avoid straight sun shine or in the environment of flammable or caustic gas.) Special telephone wire is preferable.
2. A marginal space around the exchange should be remained for heat sink, inspection and maint enance of the system.
3. A wall bore is available at the underside of mainframe for wall installation. Desk installation is also admitted. But the contact of wall bolt and circuit board inside the mainframe should be avoided.
4. Please keep the exchange away from other equipment producing large electromagnetic disturbance (such as motor and large transformer).
5. None of the wiring of any extension should share the pipeline with power supply or antenna. Neither should the extension be close to antenna for air broadcasting (including short-wave).
6. Avoid damaging the power-supply cable. Keep it away from water. Encountering the leakage of water cut off the power immediately.
7. Please don't impact or shake the exchange at any situation. Don't remove the exchange in work ing status.
8. If the wiring pipeline of the extension is disturbed by electromagnetic wave while substitution is unavailable in site, special insulating wire for communication is suggested for substitution, also, the insulating net of which should be grounded.

2.4 Warning

1. The wiring should not be done in thundering.
2. Avoid using telephone in thundering.
3. Please don't use the telephone in flammable and leaking gas environment.
4. Unless the equipment is disconnected, please don't touch the broken part of the wiring or any connection ends.

- **Note: Lightning stroke is an accident, which will not be regarded as normal maintenance.**

2.5 Installation procedure

2.5.1 Connecting C.O. lines & extensions to the unit:

1. Please connect the monomer-crystal with EXT. line and C.O. line separately;
2. Make sure to avoid short circuit.
3. Connecting extensions according to the in-dilated extension positions and C.O. lines to the corresponding line ports on the unit.

2.5.2 Zero-load power-on inspection:

1. The operation voltage of this product is AC220V or AC110V. Check

out the voltage of local power supply. A UPS backup is highly recommended.

2. Plug in the power supply line, indicating normal power supply and working state of the machine.
3. Pick up the handset of extension 601. A sharper internal dial tone indicates that the system is working normally. You can start to setup operation now.

2.6 Direct Access when Power Failure

The C.O. lines will be connected direct to the special Exts automatically when the power failure. The No.1 C.O. line will be connected to Ext. 602 and No.2 to Ext.603, No.3 to Ext.604, So you only can use the Three Exts as normal phone with direct C.O. line.

For example when someone call in with No.1 C.O. line at the time of power failure, the Ext.602 will ring, you can only pick up Ext. 602 and talk with the caller.

Chap 3 System programming

3.1 Before programming

- All the programming must be carried out on the extension 601, 602, 603, 604; all the programming must be into system programming status.
- All the extensions must be of dial tone multi-frequency phone with caller id function.
- You are allowed to operate one by one, and end the process by simply pressing #. You don't have to hang up if something wrong occurs, you could press * to restart.
- If programming-extension (601, 602, 603, 604) is in Direct-Dialing-Out mode, you need to press * to enter the internal system, then start programming.
- When the setting is finished, a long beep indicates that the setting is done correctly and saved in the system. If instead an array of short chirps is heard, that would indicate an error occurred in the setting. You need to check it out and reset the system. It is only after the end of the long beeps you can continue another system operation.

How to programming

At first you must according 3.2.1 instruction enter into system programming status, and then you can begin to program as the following instruction.

3.2 Basic Command

3.2.1 Enter into System Programming Status

Format: * # * EFGH

Explanation: EFGH is the system password，default is 0000.

Example: For programming the system, you should enter the password first, if the password is 5678，as below:

1. You are required to dial: * # * EFGH in the Direct-Dialing-Out mode.

2. The default password is 0000, so you must enter 0000 in the first use

3. Programming telephone is EXT601, or EXT.602, or EXT.603, or Ext. 604.

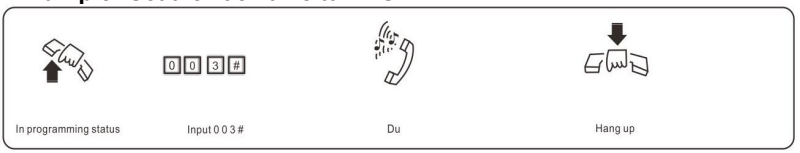
3.2.2 Change the Password

Format: 09EFGH#
Explanation: EFGH is the new system password.
Description: to change the password of system programming.
Example: Changing the system password from “0000” to “5678”

1. We suggest changing the password before using.

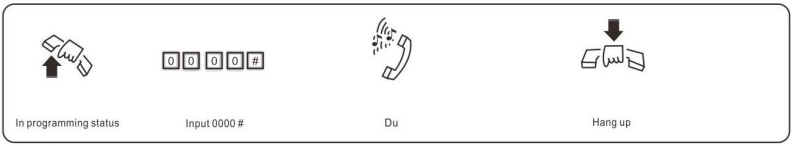
3.2.3 Flash Time Setting

Format: 00F #
Explanation: F means the flash time.
F=1 ---------0.8s
F=2 ---------1.0s
F=3 ---------1.2s
F=4 ---------1.5s
F=5 ---------1.8s
Description: For active the hold and divert operating use.
In default setting: F=2 (1.0s)
Example: Set the flash time to 1.2S



3.2.4 System Return to Default Setting

Format: 0000 #
Description: The system will restart with the default factory setting.



The command has no effect on the status of enabling/disabling C.O. line.

3.2.5 Setting Delay time for outgoing call transfer

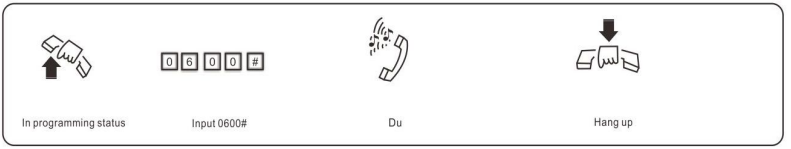
Format: 0 3 T T #
Description:T=01-99, unit is second; this time mean the time which is from finish dialing the last number to the system start to allow system transfer function, The system restriction time also from this time.
Default setting: Duration of time-delay being 5 seconds.
Example: Setting delay time: 8s, then input 0 3 0 8# in programming status.

3.3 Enable/Disable C.O. Lines

You must use these commands according to the actual trunk lines before using this product!!! If you don't enable any C.O. line, the system will consider there is no C.O. line and doesn't auto detect C.O. line!!!

3.3.1 Enable All C.O. Lines

Format: 0600#
Description: Enable all C.O. lines



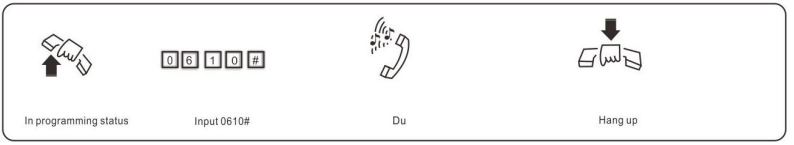
In default setting: 208/308 are in Disable status

3.3.2 Disable All C.O. Lines

Format: 0610#
Description: Disable all C.O. lines

3.3.3 Enable No. M C.O. Line

Format: 060M#
Explanation: M: C.O.line No.M=1-3
Description: Enable the M C.O. line
Example: You have 208/308 model product, you want use C.O. line 1 and C.O. line 2, and the line 3 is not in use.



3.3.4 Disable No.M C.O. Line

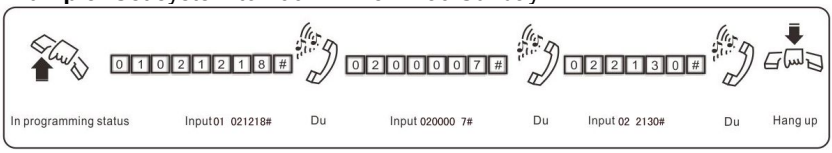
Format: 061M#
Explanation: M: C.O.line No.M=1-3
Description: Disable the M C.O. line

3.4 Day / night mode & weekend mode setting

3.4.1 System Date/Time setting

Format: 01YYMMDD# Set year/month/date of system
Explanation: YY: year, 00-99
MM: month, 01-12 DD: date, 01-31

Format: 02 HHTT# Setting Hour/Minute of system
Explanation: HH: hour, 00-23, 24 hours mode
TT: minutes, 00-59
Format: 020000W # Set week of system
Explanation: W: Week, 1-7(7 = Sunday)
Example: Set system to 2002/12/18 21:30 Sunday



3.4.2 Day/night change mode setting

Format: 0 4 0# Set day/night mode in automatically changing mode
0 4 1# Set day/night mode in manual changing mode

3.4.3 Day/Night work time setting

Format: 0 4 2 HH TT # day mode start time,
0 4 3 HH TT # night mode start time, HH-hour (24), TT-minute
0 4 4 HH TT # lunch start time, HH-hour (24), TT-minute
0 4 5 HH TT # lunch end time, HH-hour (24), TT-minute
Explanation: HH-hour (24), TT-minute
Description: Above time is for 24-hour format. Between 0 o'clock and starting time of day, between lunch starting time and lunch ending time, between starting time of night and 24:00(0 o'clock) are night work mode. Between starting time of day and lunch starting time, between lunch ending time and starting time of night are day work mode.

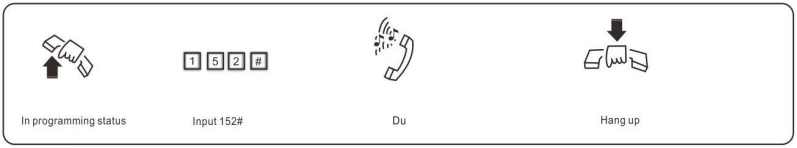
3.4.4 Weekend mode setting (Optional)

Format: 0 4 8 0 # enable weekend mode function
0 4 8 1 # disable weekend mode function, this is default setting
04900 # to set from Monday to Sunday as work day, this is default setting
0 4 9 0 W # to set week W as work day
0 4 9 1 0 # to set from Monday to Sunday as weekend day
0 4 9 1 W # to set week W as weekend day.
Explanation: W: Week, 1-7(7 = Sunday)
Description: Weekend mode means when the day in week is set to work day ,then the system' day/night mode will change according the setting in 3.4.1& 4.1, and when the day is define to weekend day, then the system is in night mode.
Example: To set Monday to Friday as work day, and Saturday and Sunday as weekend day, then input 04900# ,04916#,04917# ,0480# ,also you should set day/night mode in automatically mode and day mode start & end time.

3.5 Setting Operator.

3.5.1 Setting Operator

Format: 15N #
Explanation: N: the Ext. line No., N=1-8
Description: To assign any Ext as the operator. In the default setting, Ext.602 is the operator.
Example: Setting Ext.602 as operator



In operator mode, this programming doesn't change the ringing extension assignment

3.5.2 Fasl Dialing Operator

Format: 1 5 2 0 # default setting.
Description: enable the extensions dialing call-operator code to call the operator quickly,
Format: 1 5 2 1 #
Description: disable the extensions to dialing call-operator code to call the operator quickly.

3.6 Setting Operating mode

The system can be set three operating modes, that is when CO line incoming call arriving, there will be three modes: operator work mode, auto-attendant work mode, system CRBT mode

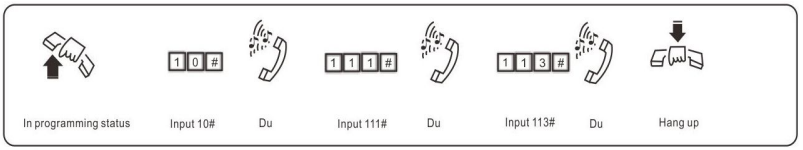
NOTE: All the C.O. lines are in operator mode is the default setting, the operator ringing Extension is 601 and 602.

3.6.1 Setting Operator Mode for All C.O. Lines

Format: 11#
Description: Allows all the C.O. lines in Operator mode. In this mode, the operator extensions and other ringing extensions will ring when an incoming call is received.

3.6.2 Setting Operator Mode for Certain C.O. line

Format: 11M#
Explanation: M: C.O. line No.1-No.3
Description: allows the No.M C.O. line in Operator mode.
Example: Set C.O. line 1 and 3 in operator mode, other C.O. line in Auto-attendant mode.



1. When the C.O. line is in operator mode, the Operator mode ringing extension (setting refer3.10.1&3.10.2) will be ringing when calling in, the caller can hear the ringing tone.

2. Operator mode or auto-attendant mode, certain C.O. line just can be in one status, but if set the certain C.O. line into auto- attendant mode, the operator mode will be canceled automatically.

3.6.3 Ringing mode when all the ringing extensions is busy

Format: 1 8 8 0 #
Description: While the C.O. line coming in, and all the ringing extensions assigned to C.O. line is busy , the system will send waiting call beep to the ringing extensions for every five seconds, these extensions is assigned to the C.O. line, this is default setting.
Format: 1 8 8 2#
Description: enable the system to send waiting call beep.
Format: 1 8 8 3#
Description: disable the system to send waiting call beep.
Format: 1 8 8 1 #
Description: While the C.O. line come in, and all the ringing extensions assigned to C.O. line is busy, instead of sending the waiting call beep, the system will find the first idle extension begin from Ext. 601 to Ext. 608 in sequence then ringing it.

These setting will take effect only when the system in operator mode

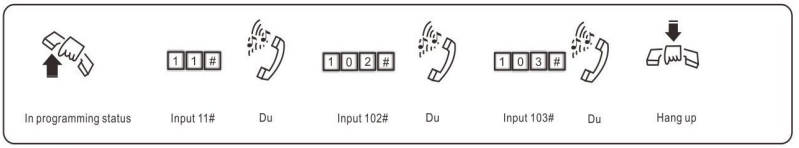
3.6.4 Setting Auto-attendant Mode (OGM) for All C.O. Lines

Format: 1 0 #
Description: allows all the C.O. lines in Auto-attendant Mode (DISA --Direct Inward System Access status). In this mode, Caller will hear the OGM recorded message, while all extensions are in MUTE mode

1. If the caller doesn't know the extension number, he cans inquiry the operator by dialing "0".
2. Outgoing Message must be record when setting this mode.

3.6.5 Setting Auto-attendant Mode (OGM) for Certain C.O. line

Format: 10M #
Explanation: M: C.O. line No.1-No.3
Description: allows the No.M C.O. lines in Auto-attendant Mode (DISA --Direct Inward System Access status).
Example: Set C.O. line 2 and 3 in Auto-Attendant mode, other C.O. line in operator mode.



1. If the caller doesn't know the extension number, he can inquiry the operator by dialing "0".

2. Outgoing Message must be record when setting this mode.

3.6.6 Setting Auto-attendant Mode

Format: 0 4 4 0 # Enable auto-attendant (OGM) in day and night

0 4 4 1 # Enable auto-attendant in day (means in night is operator mode)

0 4 4 2 # Enable auto-attendant in night (means in day is operator mode)

Example: Set CO line 1 and 2 is operator mode in day, and is auto-attendant mode in night; CO line 3 is operator mode in day and night. then you should input 10#, 113#, 0442#。

3.6.7 CRBT (Directly ringing while play OGM Process in Auto-attendant Mode)

NOTE: I、This is a new mode; allow the caller form outside can hear OGM while the system directly ring the assigned extensions without dialing any extension numbers.

II、You should set the C.O. line in Auto-attendant mode first.

III、In this mode we suggest you record the OGM in one paragraph.

Format: 1 67 # this is default setting

Description: disable directly ringing extensions while playing OGM in auto-attendant mode.

Format: 1 6 7 0 #

Description: enable directly ringing extensions while playing OGM in auto-attendant mode,and the ringing extensions is the first& the second operators

Format: 1 671# to ring the first Exts.Group

Format: 1 672# to ring the second Exts.Group

Description: Enable directly ringing extensions while playing OGM in auto-attendant mode, and the ringing extensions is the setting Exts. Groups.

Format: 1 6 7 6 #

Description: enable directly ringing extensions while playing OGM in auto-attendant mode, the system will call the operator mode Ringing Extensions.

NOTE:Exts.Group setting refer3.10.1&3.10.2

3.7 OGM setting (Outgoing Message)

This system has one OGM with 50 seconds (default) recordable time.

3.7.1 Setting OGM paragraph mode

The system use up to four paragraph of OGM messages, and can be set in four modes, see below:

Format: 0451# Set OGM to be one paragraph mode
0452# Set OGM to be two paragraph mode

Description: In two paragraph mode, it is day/night mode, while in day-time the system use the first paragraph, in night-time the system use the second paragraph)

Format: 0453# Set OGM to be three paragraph mode; It is default setting
0454# Set OGM to be four paragraph mode

Description: In four paragraph modes, while in day-time the system uses the first three paragraphs recording, in night-time the system use the fourth paragraph).

3.7.2 OGM recordable time

For 50 seconds type

- In one paragraph mode is total 50 seconds.
- In two paragraph mode each paragraph is 25seconds
- In three paragraph mode three paragraph 20-15-15 seconds
- In four paragraph mode the first is 18seconds ,the fourth paragraph is 16seconds,and the second & the third paragraph is 8 seconds.

For 60 seconds type (Optional)

- In one paragraph mode is total 60 seconds.
- In two paragraph mode each paragraph is 30seconds
- In three paragraph mode each paragraph is 20seconds
- In four paragraph mode the first & fourth paragraph is 20seconds,the second & the third paragraph is 10seconds

For 90 seconds type (Optional)

- In one paragraph mode is total 90 seconds.
- In two paragraph mode each paragraph is 45seconds
- In three paragraph mode each paragraph is 30seconds

3.7.3 OGM Recording (multiple paragraphs mode)

Format: 1 2 M # （ M=1,2,3, 4, the paragraph of the OGM ）

Description: Used to record an outgoing message for Direct Inward System Access (DISA).

OGM 1 recording, this is the first OGM, usually it is for company greeting, for example, you may record “This is ABC company, please dial extension number or dial “0” for operator. Thanks you for calling.”

OGM 2 recording , this is the second OGM, usually it is for C.O. line dial

extension and this extension is busy, if you want to transfer this calling to other extension, you may record “Sorry! This extension is busy. please dial other extension number or dial “0” for operator.”

OGM 3 recording , this is the third OGM, usually it is for C.O. line dial extension and this extension no answer, you may record “Sorry! This extension do not answer, please dial other extension number or dial “0” for operator.”

1>. The recording time is limited, “Beep” tone is heard to start recording and another “du” to end recording;

2>. The new message will overwrite the old one;

3>. Please use high quality telephone to ensure high quality of recording;

4>. If the caller dials a number before the system finishes playing the message, the system will terminate playing the message, waiting for the caller to complete dialing;

5>. The caller will be connected to Operator if he/she dials 0 first for inquiry;

3.7.4 OGM playing (multiple paragraphs mode)

Format: 13 M # (M=1, 2, 3, 4 the paragraph of the OGM)
Description: Confirm the recorded message in the OGM recording program, you can check if the recording is satisfied or not, if not, you can record again.

3.7.5 One paragraph OGM Mode

Format: 1200 #
Description: to recording one paragraph OGM
Format: 1300 #
Description: to play and monitor one paragraph OGM
Note: 1. after performed above two commands (1200# or 1300#), system will change to one paragraph OGM mode automatically.

2. After performed 12M#、13M# two commands, system will change to three paragraphs OGM mode automatically.

3. The OGM mode will be kept after power off.

3.7.6 Recording volume Setting & Monitoring

Notes: this setting no need to do with programming extension, also no need to do in system programming status.

Format: pick up handset + （*）+ # + 68 P (default P =0)
Description: P=0-7, maximum is 0; it’s for OGM recording volume. This setting can also monitor the OGM message content at the same tie, and change the volume, but not change the work mode (auto-attendant mode).

Format: off-hook + (*) + # + 68 P, default P is 0

Description: To setting the OGM volume and monitoring P=0-7, maximum is 0

Note: It doesn't affect the OGM paragraph mode.

3.8 Monitoring the Holding Music

Format: 14 #
Description: Perform the music on holding melody or test the quality of telephone unit.

3.9 C.O. Line Call in Auto-attendant Mode Process

3.9.1 Enable/Disable OGM Fast dialing function

Fast dialing: in auto-attendant work mode, when there is CO line incoming call, the caller can just press one digit to call the extension directly (like press 1 for sales, press 2 for service….)

Format: 1546# Cancel auto-attendant fast dialing function, this is default setting
1547# Set auto-attendant fast dialing function.
1548# Disable fast dialing function use Ext. groups.
1549# to set fast dialing function use Ext. groups.

Description: 1、 When this function is enabled(1547#)and can not use Ext.groups（1548#） , dial 1 to Ext. 602 dial 2 to Ext. 602, dial 3 to Ext. 603…… dial 8 to 608, . and dial 0 to operator 602, dial 9 to available Ext; while dial 6 0 N just dial to Ext.N.

2、When this function is enabled(1547#)and use Ext.groups , dial 1 to Ext.Group 1, dial 2 to Ext.Group 2,dial 3 to Ext. 603…… dial 8 to 608, and. dial 0 to operator 602,dial 9 to available Ext, while dial 6 0 N just dial to Ext.N.;

1、When set this function, the OGM recording need to change accordingly.

2、OGM fast dialing can be setting call forwarding (when busy/no body answering)

3、If the prefix number of Ext is for other digits, like 8, when caller press 8, then system dial the Ext number but not dialing No.8 extension.

3.9.2 OGM busy Process in Auto-attendant Mode

Format: 1 5 4 0 #
Description: when external call in and the OGM is busy ,then system is

waiting(no extensions ringing),this is default setting.
Format: 1 5 4 1#
Description: When multiple external lines calling in, because auto-attendant just one or two lines, some one external line calling just can be waiting, the system can be set to ring the operator mode ringing extension(refer3.10.1&3.10.2) and will not lose any calling.

3.9.3 Auto-attendant Mode no dial Process

Format: 1 6 0 # this is default setting
Description: In auto-attendant mode, if the C.O. line doesn't dial the extension number over 5 seconds or more after hearing the OGM, then the C.O. line will be hung up.
Default setting: The C.O. line will be hung up if no dialing.
Format: 1 6 1 # or 1610#
Description: In auto-attendant mode, if the C.O. line doesn't dial the extension number over 5 seconds or more after hearing the OGM(no dialing in The DISA), then the C.O. line will be transferred to Operator or the Ext.Group (setting see below).
Format: 1 6 1 1# transfer to the first Exts.Group
1 6 1 2# transfer to the second Exts.Group
Description: The system will call the setting extension group when no dialing in The DISA (OGM)
NOTE:Exts.Group setting refer3.10.1&3.10.2
Format: 1 6 1 6 #
Description: The system will call the operator attendant mode Ringing Extensions refer to user manual .

3.9.4 Called Extension Busy Process

Format: 165#
Description: when the outside user dialing the extension in auto-attendant mode,and the called extension is busy,then the system cut off the line; this is the default setting.
Format: 1650#
Description: when the called extension is busy, the call transferred to operator.
Format: 1651# to transfer to the first Exts.Group.
Format: 1652# to transfer to the second Exts.Group.
Description: when the called extension is busy ,The system will call the setting extension group.
Format: 1656#
Description: when the extension line busy, the call transferred to the operator attendant ringing extension.

- **Above setting just for one paragraph OGM mode.**

Format: 1655# when calling Ext. busy, send prompt tone to the extension

3.9.5 Called Extension No Answer Process

Format: 166#
Description: when the called extension is no answer, the C.O. line will be cut off; this is the default setting.
Format: 1660#
Description: when the called extension is no answer, the call transferred to operator.
Format: 1661# to transfer to the first Exts.Group
Format: 1662# to transfer to the second Exts.Group
Description: when the called extension is no answer, The system will call the setting extension group.
Format: 1666#
Description: when the called extension is no answer, the call transferred to the operator attendant ringing extension.

- **Above setting is only available in one paragraph OGM mode.**

3.10 Setting Operator Ringing Ext.

Operator ringing extension (also called operator work extension) is different with auto-attendant work extension (default is 602), the default are Ext.601 and 602.

3.10.1 Ringing Extensions Assignment/ to Cancel in Day mode

Format: 3 0 M N 0 #
Explanation: M: the C.O. line No. M=1 - 3
N: the Ext. series No. N=1–8(N=1 means Ext.601 …… N=8 means Ext.608)
Description: In operator mode when calling of No.M C.O. line come in and system in day mode(in default setting system in day mode), No. N Ext. will ring at the same time.
In default setting only Ext601, 602 will ring.
Format: 3 0 M N 1 #
Description: Disable No. N Ext. ring when calling of No. M C.O. line come in.
Format: 3 0 M #
Description: Disable all Exts ring when calling of No. M C.O. line come in.

Example: Setting Ext.605 and Ext.607 and EXT.608 ringing when the C.O. line 2 come in while the system in day mode, then input 302#,30250#,30270#,30280#.

3.10.2 Ringing Extensions Assignment/ to Cancel in Night mode

Format: 3 1 M N 0 #
Description: In operator mode when calling of No. M C.O. line come in and system in night mode, Exts N will ring at the same time.

In default setting only Ext601, 602 will ring.
Format: 3 1 M N 1 #
Description: Disable No. N Ext. ring when calling of No.M C.O. line come in while system in night mode.
Format: 3 1 M #
Description: Disable all Exts ring when calling of No.M C.O. line come in while system in night mode.
Example: Setting Ext.603 and Ext.605 ringing when the C.O. line 2 come in while the system in night mode, then input 312#, 31230#, 31250#.

1. Up to 8 Exts are allowed to ring at the same time for one C.O. line while system in either day or night mode .that mean you can repeat input 30MN0# or 31MN0# for 8 times.
2. Before you setting a certain ringing extension, we suggest you better to disable all the Exts ring for this C.O. Line.
3. This function must be in Operator Mode.
4. This function only for C.O. line Incoming call. The extension which is not set ringing will ring under Intercom Calling, Call Transfer.
5. This function is one way to set some extensions for not disturbed.
6. If you not use day/night function, you needn't to set night settings

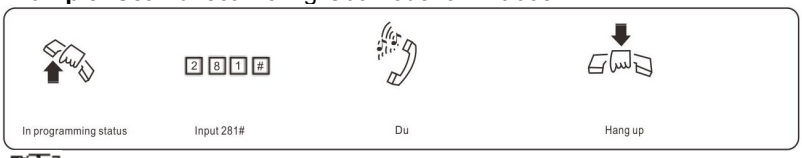
3.11 Dialing-out Mode Setting

3.11.1 Set Indirect-Dialing-Out Mode for All Exts

Format: 21#:
Description: Indirect-Dialing-Out mode for all the Exts(dialing 9 for outgoing).

3.11.2 Set Indirect-Dialing-Out Mode for Certain Ext.

Format: 2N1#
Explanation: N: the Ext. line No., N = 1 - 8
Description: Indirect-Dialing-Out mode for Ext. N (dialing 9 for outgoing).
Example: Set Indirect-Dialing-Out mode for Ext.608



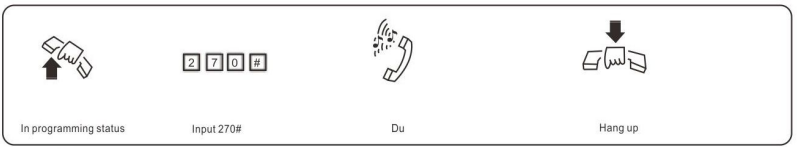
In default setting:208/308 is Indirect-Dialing-Out mode

3.11.3 Set Direct-Dialing-Out Mode for All Exts

Format: 20#
Description: set Direct-Dialing-Out mode for all the Exts.

3.11.4 Set Direct-Dialing-Out Mode for Certain Ext.

Format: 2N0#
Explanation: N: the Ext. line No., N = 1 - 8
Description: set Direct-Dialing-Out mode for Ext.N.
Example: Set Direct-Dialing-Out mode for Ext.607



1. In Direct-Dialing-Out mode, extension make intercom call should dial *first, then dial the extension number.

2. No need dial 9 before outgoing call.

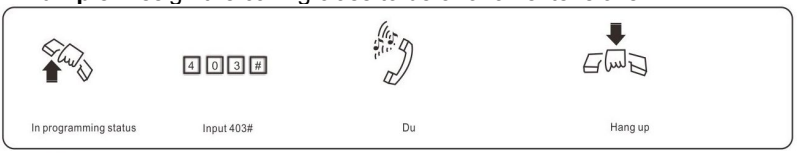
3.12 Call Restriction-Class Assignment

3.12.1 Class Assignment for All Extensions

Format: 40 L#
Explanation: L: class number, L= 0 - 6
Description: Assign dialing-out class L for all Exts.

L=1: no any restriction
L=2: call out with restriction of International long-distance dialing
L=3: call out with restriction of domestic long-distance dialing
L=4: call out with restriction initial of item A.
L=5: call out with restriction initial of item B.
L=6: only for intercom call
L=0: only for some special calling number

Example: Assign the calling class to be 3 for all extensions.



1. In default setting, the class for all extensions is 4

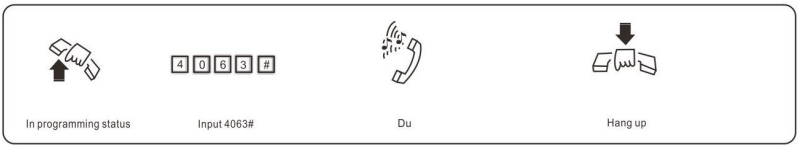
2.This command enables a user to set class restriction on extensions in a fast and convenient way, especially when most extensions have the same class.

For example, if you want set extension 603 to class 3 and extension 608 to class 4,and the rest extensions to class 5, then you can set the restriction rank to be 5 for all extensions and change the restriction class to 3 for extension 603 and 4 for 608

3.12.2 Class Assignment for Certain Extension

Format: 40 N L#

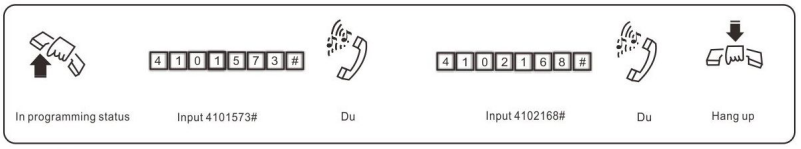
Explanation: N: the Ext. line No., N = 1 - 8
L : class number, L= 0 - 6
Description: Assign dialing-out class L for certain Ext. N
Example: Assign class 3 for Ext.606



3.13 Setting Restriction Item (A/B)

3.13.1 Setting Restriction Item A

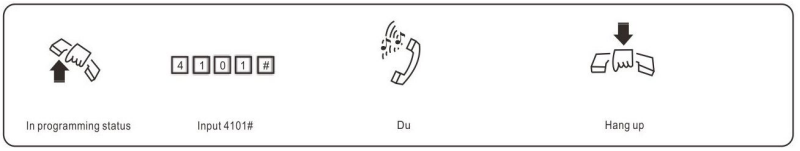
Format: 4 1 Q ABCD#
Explanation: ABCD: the initial digits of the calling number to be locked, it can be from 1-digit to 4-digits, it should be ended with # if less than 4-digits.
Q --- The group series from 01 to 16.
Description: to restrict the call-out number starting with ABCD
Example: Ext.608 is be assigned dialing-out class 4, now you want Ext.608 can't dial the numbers with initial digits – 573,168



1. Item A can lock 16 groups of initial digits.
2. Restrict Item A only work for dialing-out class 4.

3.13.2 Clear Restriction Group of Item A

Format: 41 Q #
Explanation: Q: The group series from 01 to 16.
Description: to clear the call-out restriction of certain numbers of group Q.
Example: you want to clear the call-out restriction of certain numbers with initial digits—573 of group 01,



3.13.3 Clear All Restriction of Item A

Format: 4 1 #

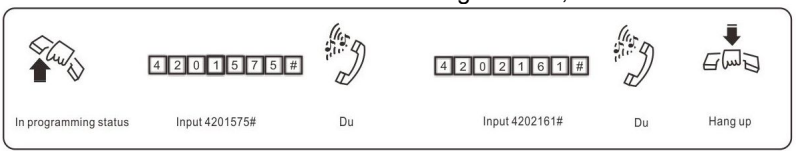
Description: to clear all the call-out restriction of certain numbers of item A

3.13.4 Setting Restriction Item B

Format: 4 2 Q ABCD#
Explanation: ABCD: the initial digits of the calling number to be locked, it can be from 1-digit to 4-digits, it should be ended with # if less than 4-digits.

Q --- The group series from 01 to 16.

Description: to restrict the call-out number starting with ABCD
Example: Ext.606 is be assigned dialing-out class 5, now you want Ext.606 can't dial the numbers with initial digits – 575,161



1. Item B can lock 16 groups of initial digits.
2. Restrict Item B only works for dialing-out class 5.

3.13.5 Clear Restriction Group of Item B

Format: 42 Q #
Explanation: Q: The group series from 01 to 16.
Description: to clear the call-out restriction of certain numbers of group Q.

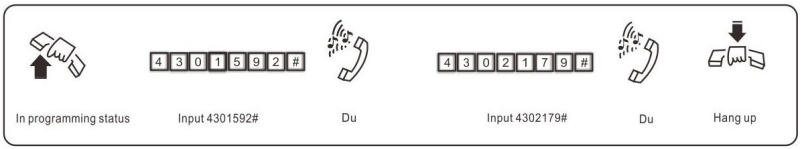
3.13.6 Clear All Restriction of Item B

Format: 4 2 #
Description: to clear all the call-out restriction of certain numbers of item B

3.14 Assign Special Calling-out Number

3.14.1 Assign Special Calling-out Number for Class 0

Format: 4 3 P ABCD#
Explanation: ABCD: the initial digits of the calling number to be locked, it can be from 1-digit to 4-digits, it should be ended with # if less than 4-digits.
P --- The group series from 01 to 16.
Description: Permit to dial the phone numbers starting with <ABCD> only.
Example: Ext.605 is be assigned dialing-out class 0, now you want Ext.605 can dial the numbers with initial digits – 0592,179



1. 16 groups of initial digits can be set.
2. This function only work for dialing-out class 0.

3.14.2 Clear Permission of Certain Group

Format: 43P #
Explanation: P: The group series from 01 to 16.
Description: to cancel the permission of certain calling-out numbers of group P

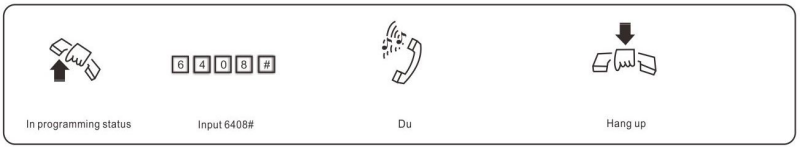
3.14.3 Clear All Permission

Format: 4 3 #
Description: to cancel all the permission of special calling-out numbers.

3.15 Calling Time Restriction Setting / Clear

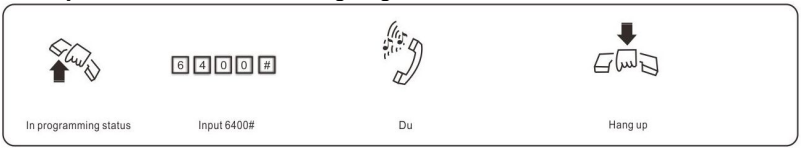
3.15.1 Calling Time Restriction Setting

Format: 6NTT#
Explanation: N: the EXT No. (N = 1 – 8)
TT: the time restriction duration (2 digits), should be in 01-99 minutes.
Description: set the Ext N outgoing call duration to within TT minutes. This function can only limit the time of exterior call.
Example: Set Ext.604 outgoing call duration to 8 minutes



3.15.2 Clear Calling Time Restriction

Format: 6N00#
Explanation: N : the EXT No. (N = 1 - 8)
Description: Clear the Ext N outgoing call duration restriction.
Example: Clear the Ext.604 outgoing call duration restriction.



3.16 Exts. Using C.O.Lines Access

3.16.1 Assign Exts. Outgoing to Certain C.O. Line / to Clear in day mode

Format: 70MN0# Assign the extensions N outgoing to use the certain C.O. line (M) in daytime.
70M0# All extensions can use co line M in day mode.
70M1# All extensions can not use co line M in day mode.
70MN1# to restrict the EXT.N to use C.O line M in day mode
70N2# Allow extension N use all C.O.lines in day mode.
70N3# to restrict EXT.N use all C.O.lines in day mode.

3.16.2 Assign Exts. Outgoing to Certain C.O.Line / to Clear in night mode

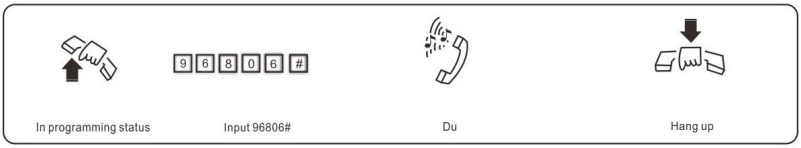
Note: If you not use day/night function, you needn't to set these settings.
Format: 71MN0# Assign the extensions N outgoing to use the certain C.O. line (M) in night .
71M0# All extensions can use co line M in night mode.
71M1# All extensions can not use co line M in night mode
71MN1# to restrict the EXT.N to use C.O line M in night mode.
71N2# Allow extension N use all C.O.lines in night mode.
71N3# to restrict EXT.N use all C.O.lines in night mode.
Explanation: M: C.O. line No, M =1-3 N: the Ext. series No., N =1–8
Description: This functions allow you to assign certain CO line exclusively be accessed by certain extensions for outgoing calls and other extensions can't use it for outgoing calls.

1. This function is for the outgoing call and can't change the function of C.O line Ringing Assignment. .
2. Eg1: EXT603 can't use C.O line 2, Ext.606 & Ext.608 can use C.O line 1 in daytime , you can set as follows: 70231# , 70160# ,70180#.
3. Eg2: C.O line 1 can use at night mode by Ext 601, C.O line 2 can use by Ext 606. Ext 607 .Ext 608 in night , you can set as follows: 7111#、7121#、71110#、71260#、71270#、71280#。

3.17 Flexible coding

3.17.1 Assign Extension Number (Freely Change the Exts. Number)

Format: 9Nabcd#
Explanation: N : the extension series number, N = 1 - 8,
abcd: the new number, 1 to 4 digit number, if new Ext number not exceeding to 4-digit number, press # in the end.
Description: Change old Ext number to new Ext number "abcd"
Example: Change Ext 606 to 806



1. The new numbers range from 1-8999; all extensions numbers can not be in duplicate.

2. The number can't begin with 0 and 9, and can't use same numbers of two Exts.Group.

3. The length (digits) of new number must follow the extension No.1; it must be emphasized that if the length (digits) of new number changed, all the extensions must be reset after setting extension No.1. All the new numbers should be equal digits, and not in duplicate.

For example, to set the extension's number to 4-digit number (8001-8008),the user should dial 918001# at first ,then dial 928002#,938003#…one by one, up to 988008.

3.17.2 Restoring Original Extension Numbers

Format: 9000#
Description: return to the Exts number of the default setting, that is: from 601 to 602 603… 606… 608 one by one, etc.

3.18 Ringing/Transfer/Reservation time

3.18.1 Internal Call Ringing Time

Format: 4 9 4 TT#
Explanation: TT: seconds 01-99, 00 means not stop ringing, default setting is 30seconds
Description: When one extension call another extension, and the called extension is not pick up , the system will continue to ring another extension for this setting time and follow by busy tones.

This time must be over the Call forward time and the transfer ringing time.

3.18.2 Operator Dialing/Transfer Ringing Time

Format : 4 9 6 TT#
Explanation: TT=seconds 01-99 default setting is 25seconds
Description: When transfer a call or somebody call in with OGM mode and dial a extension, then the system will ringing the called extension for the setting times .

This time must be more than the Call forward time .

3.18.3 No Answer Transfer Time/ Call forwarding Time

Format : 1 8 4 TT#
Explanation: TT=seconds 01-99 default setting is 20 seconds

Description: When one extension setting Call forwarding when Ext is busy or nobody available when the system call it ,after TT seconds it is not pick up, then the call will transfer to the setting extensions automatic.

This time must be less than the transfer ringing time and internal call ringing time.

3.18.4 External Line Reservation Time

Format : 1 8 6 TT#
Explanation: TT = 01-99 reserved time is TT * 10 s
Description: Setting C.O. line reserved time when Ext. hold the call.

In default setting, TT=12, reserved time are 120s.

3.19 Transfer Operation Parameter

3.19.1 External Transfer Mode

Format: 1530#
Description: After 3 busy tone, can connect the C.O line in 5 seconds, this is the transfer mode 1.
Format: 1531#
Description: After 10 secs busy tone, waiting the transfer Ext. to pat the hook to reconnect the C.O.line again without off-hook, this is the transfer mode 2.

3.19.2 External Transfer to a no answer Extension Process

Format: 1 6 2 # Call back the extension, this is default setting
1 6 3 # Can not call back
Description: If the call back extension is busy, the system will release the C.O. line.

3.19.3 Enable/disable Call Forwarding Settings reserved when Power Failure

Format: 1 7 0 #
Description: The Call forwarding settings (refer 4.12&4.12.1&4.12.3) will lose when the system power off.
Format: 1 7 1 #

Description: The Call forwarding settings will be stored if power failure (system default setting)

3.20 CID functions Setting

3.20.1 Add Digits for Intercom CID

Format: 1 8 0 #
Description: Disable add digits for intercom Caller ID, this is default setting.,this is default setting
Format: 1 8 0 kk #

Description: Add kk in intercom Caller ID number

Some CID telephone can't display the CID number less than 4 digits, so we must add more digits for intercom CID.

3.20.2 Internal CID mode(transmit mode) setting

Format: 1 8 1 0 # FSK mode(Default setting)
1 8 1 1 # DTMF mode
1 8 1 2 # FSK mode
1 8 1 3 # DTMF mode
1 8 1 4 # Auto mode (Default setting)
1 8 1 5 # Always FSK & DTMF mode

The system can auto select C.O. line CID mode. Sometimes if system can't display CID correctly and you know the CID mode, you can use 1812# or 1813# to set CID mode compulsively.

3.21 Ext. groups function setting

3.21.1 Assign the Exts. groups number

The extensions can be set to 2 groups, each group is from 01 to 08 and have a programmed number. Setting methods is as below(similar to flexible code).

Format: 9 9 0 abcd #

Description: to set the first groups' number and enable the first Exts Group

1、The length of Exts groups number should be same to the first extension number, and the Exts group numbers should be different to the other extensions number.

2、Default setting is not setting.

Format: 9 9 1 abcd #

Description: to set the second groups' number and enable the second Exts Group.

Default setting is is not setting.

3.21.2 Join the Exts. groups members

Format: 3 9 0 #

Description: to delete all extension members in the first Exts group.

Format: 3 9 0 N_1 N_2 … N_R * N_S .. N_T #

Explanation: N_1、N_2 、N_R、N_S、N_T: the Ext. series No , = 1-8 (not 01-08) means ext 601-608

Description: In the first Exts group join in Ext. N_1 、No.N Ext.$_2$、No.N Ext.$_T$,... and from Ext. N_R to No.N Ext.$_S$ in sequence members.

Example: to join Ext.601、Ext.602、and Ext.605 …to Ext.608(include Ext.608) in sequence to be the first Exts.group member,then input 290 1 2 5 * 8 #.

After setting,when you dial the first Exts group number (such as 20 refer 3.21.1),the Ext.601 Ext.602、Ext.605 and Ext.608 will ringing at the same time.

Format: 3 9 1 #

Description: to delete all extension members in the second Exts group.

Format: 3 9 1 N_1 N_2 … N_R * N_S .. N_T #

Description: In the second Exts group join in Ext. N_1 、No.N Ext.$_2$、No.N Ext.$_{T....}$ and from Ext. N_R to No.N Ext.$_S$ in sequence members.

1、The first Exts group members is join by the extensions from 601-604 in default setting.

2、The first Exts group members is join by the extensions from 605-608 in default setting.

3.21.3 Setting the Exts. Groups working mode

Format: 1 6 8 #

Description: to define the Exts. groups are in meeting mode.

Explanation: when Extension groups are in meeting mode; If one extension call one extension group, the members in this group will ring at the same time, each extension can pick up the handset and talk with the caller, while the other extension keep ringing . This function is also a conference function.

Format: 1 6 9 #

Description: to define the Exts groups are innormal calling mode.

Explanation: when Extension groups are in normal calling mode if call one extension group, the members in this group will ring at the same time, each extension can pick up the handset and talk with the sender, if someone pick up the handset, the other extension will stop ring.

- **Default setting is normal calling mode.**

Chap 4 Operating Instruction

4.1 Day/Night Mode Setting

4.1.1 Manual Setting

In manual mode, you can input the following command:

Format: # 2 0 Switch the system to day mode.

2 1 Switch the system to night mode.

1、The default mode is day mode.

2、The command can be inputted only by Programming Extensions (Ext. 601, 602, 603, 604) , not in programming mode.

3、If the Ext. is in direct-dialing-out mode, you need to dial *#20 or *# 21 .

4.1.2 Automatic Mode Setting

when the called extension is no answer, the C.O. line will be cut off;

Format: # 2 2 Switch the day/night mode to auto mode (Same as 040# in programming mode).

2 3 Switch the day/night mode to manual mode(Same as 041# in programming mode).

- The command can be inputted only in Programming Extensions, not in programming mode。

NOTE: There are two ways to switch Day/Night mode, Manual mode and Auto mode.

In Manual mode, you are needed to switch Day/Night mode through setting manually, that means every day you must set manually if you want switch Day/Night mode. The system will be in Day mode always (or Night mode) if you don't set manually.

In Auto mode, the system will switch the day/night mode automatically according the start and end time you have set in 3.4.1.

In Auto mode, the system also will switch the day/night mode automatically according the Weekend mode you have set in in 3.4.4

4.2 Outward Call

This system provides more then five dialing modes to meet the different need of customers.

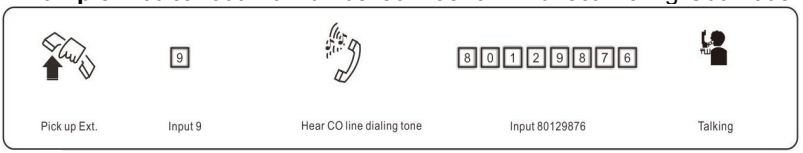
4.2.1 Outward Dialing 9 First (or Dialing Directly)

Format: Pick up the handset and dial 9 first after hearing the internal dialing tone, then dial the desired number after hearing the C.O. line dialing tone.

Description: When the Ext is in Indirect-Dialing-Out mode, you'll hear the internal dialing tone after pick up the handset, dial 9 then you enter the

C.O. line, you may dial the desired number after hearing the C.O. line dialing tone.

Example: You call out with number 80129876 in Indirect-Dialing-Out mode

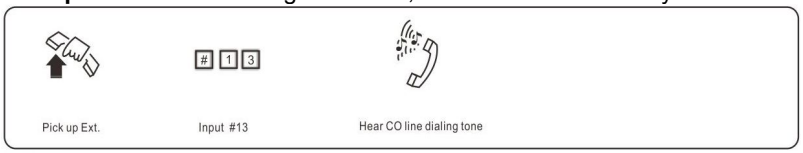


1. The user should dial 9 within 15 seconds after hearing the internal dialing tone.

2. If Ext. is at Direct-Dialing-Out mode, pick up the handset and dial desired number directly after hearing the C.O. line tone. In this situation you can redial the last telephone number.

4.2.2 Outward Call by Choosing a Certain Line

Format: # 1 M (Indirect-Dialing-Out mode, refer chap 3).
Explanation: M: C.O. line port number
Description: In some occasion, the user may make an outward call by an exclusive line and we define it as choosing line dialing. (M = 1 -3)
Example: At Indirect-Dialing-Out mode, the user want call out by C.O. line 3



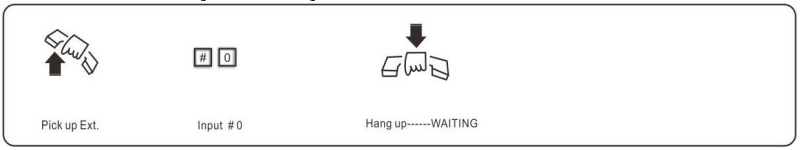
If the Ext is at Direct-Dialing-Out mode, you should input: * # 1M.

4.2.3 CO line booking

Operation: when press 9 for outgoing call, if it is invalid operation, when hear busy tone, press #, then hang up after hear beep tone. When CO line is available, the Ext will ring one time, pick up the extension within 10s can make outgoing call directly.

4.2.4 Automatically Callback when Busy

Format: # 0 then hang up.
Description: Indirect-Dialing-Out mode, allows you to make the Ext. ring back automatically when any C.O. line become free



1. If there is free C.O. line, the Ext will ring back automatically. The ring duration is 10 seconds during that you should pick up the ring call,

otherwise the call canceled.

2. If the Ext is at Direct-Dialing-Out mode, you should input: * # 0 then hang up.

4.2.5 Outgoing Call Transfer (Secretary Function)

Format: Pat the hook (or press the FLASH button) then dial the Ext. number

Description: This function let you make an outgoing call from one Ext then divert and connect other Ext. to C.O. line ,

Example: Ext 602 makes an outward call then transfer the call to Ext. 606.,then Then Ext.602 pick up hook and make a outward call, then he can transfer the outgoing call to Ext .608 by by patting the hook (or pressing the FLASH) and dialing 608.

◆ 1.Only after 5 seconds(delay time refer 3.2.5)when you dial the last number ,you can making Secretary transfer,otherwise when you pat the hook, the outward call will be cut off.

2.You should input the Ext number within 10 seconds after patting the hook (or press FLASH button) and hearing the internal dialing tone, otherwise you'll have to pat the hook came back to the C.O. line .

3. You can uniform manage the system by using C.O. line Restriction and Secretary Function, Such as: the operator uniform books the long distance calls, then transfer to the needed.

4.2.6 Automatically Redial

Format: Pick up the handset and press redial key

Description: Indirect-Dialing-Out mode, allows you to redial the outward number automatically,

◆ **If the Ext is at Direct-Dialing-Out mode, you also can press redial key。**

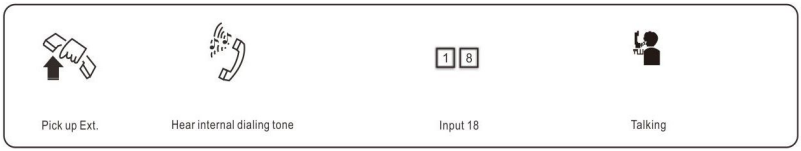
4.3 Intercom Call

4.3.1 Intercom Call at Indirect-Dialing-Out Mode.

Format: If Ext. is at Direct-Dialing-Out mode, Pick up the handset and dial 9 first after hearing the internal dialing tone, then Dial the Ext. number directly.

Description: When the Ext is in Indirect-Dialing-Out mode, you'll hear the internal dialing tone after pick up the handset, Dial the Ext. number directly.

Example: Call the Ext.608



Intercom calling is free of charge. Intercom ringing time can be

set(refer 3.18.1)

4.3.2 Intercom Call at Direct-Dialing-Out Mode

Format: * + Ext number
Description: Make internal call from Ext. with Direct-Dialing-Out mode.
Example: Call the Ext.608,then you should input * 608 when you in Direct-Dialing-Out mode.

4.3.3 Calling to Exts.group at Direct-Dialing-Out Mode

Format: Exts. Group number
Description: to call Exts. Group, the member of the Exts. Group will ringing when they are idle;

- 1. You should assigned Exts. Group number and enable extension group function first(refer 3.21.1),then join the extension members to the Exts.Group
  2. In intercom call the Exts. Group, Refer to 3.21.2 when the Exts.Group is in meeting mode,then each ringing extension can pick up to talk with the caller, while the other extension keep ringing . This function is also a conference function.
  3. In intercom call the Exts. Group,Refer to 3.21.2 when the Exts.Group is in normal calling mode,when one of the ringing extensions pick up to talk with the caller, the other extension will stop ringing . This is default setting.
  4. In external call, When the system in at auto-attendant mode, the external caller can dial the Exts.Group number to ringing all the members of the Exts.Group , while one of them pick up ,the other stop ringing.
  5. If the Ext is at Direct-Dialing-Out mode, you should input: *.+ Exts. Group number

4.3.4 Connect with Operator Directly

Format: 0
Description: Ext will connect with operator directly

If the Ext is at Direct-Dialing-Out mode, you should only input: * 0.

4.3.5 Extension booking

Format: press # and hand up while hear busy tone when call extensions.
Description: when Ext.A dial Ext.B, if it is invalid operation, when hear busy tone, press #, then hang up A after hear beep tone, when Ext.B is available, the two Exts will ring simultaneously, both parties off hook can talk. The ringing valid time is Ext ringing time (refer to 3.18.1)
Notes: After setting this function, you can make other operations. Will not affect this setting, but not be kept while power offer.

4.4 Answering call

4.4.1 Answering Calls at Operator Mode

The Ext (s) which is set to ring will ring when an incoming call is received, and pick up the handset you may answer the call directly. Under the default mode, Ext.601 and Ext.602 will ring.

4.4.2 Answering Calls at Auto-attendant Mode

The system use three paragraph of OGM messages, the relevant messages will be heard automatically in the follows situations:

A. when a exterior caller call the C.O. line

B. when the extension dialed is busy

C. when the extension no answer.

Before you use auto-attendant function ,you must follow below step:

1. Set the CO.line to be auto-attendant mode (Refer 3.6.4);
2. Enable auto-attendant in day/night (Refer 3.6.6);
3. Setting the OGM pragraph mode;then Record the OGM and Monitor the OGM (Refer 3.7).
4. Setting system day/night mode.(refer 3.4 or 4.1)
5. Enable\disable OGM fast dialing function(refer 3.5.2).

1. You can set different DISA mode.

2. When the system is disable OGM fast dialing function,then when a caller dials "0" for inquiry, the operator extension will ring when it is idle.

3、when the system enable OGM fast dialing function,you can dial Dial 1 to call Ext. 601、Dial 2 to call Ext. 602,… dial 8 to 18, dial 0 to available ext; and dial 9 to group 20. (refer 3.5.2) ,

4、In auto attendant mode Co. line can make direct call to one member of Exts. group, but only the first pick up extension can talk with this Co. line not only in meeting mode but also in normal calling.

4.4.3 Call pick up

Operation1:

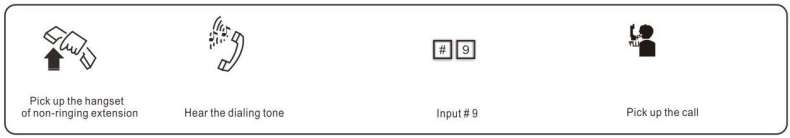
Format: # 9 (Indirect-Dialing-Out mode)

Description: Allows you to answer an incoming call (direct or transferred) that is ringing at another Ext. using this way you will pick up a call according to follow sequence:

1th、External call in　　2th、C.O.line call transfer

3th、Receiver calling(Call on holding)　　4th、Doorphone calling

5th、Intercom calling



1. If the Ext is at Direct-Dialing-Out mode, you should input: * # 9.
2. Internal call also can be picked up.

Operation2:

Format: # 3 + Ext . number (Indirect-Dialing-Out mode)
Description: Allows you to answer the calling that is ringing at the certain Ext.

- **1. If the Ext is at Direct-Dialing-Out mode, you should input: * # 3+. Ext . number**

4.5 C.O. Line Reservation

Format: Pat the hook and ## (Reservation)
* # 9 (Restore)
Description: Extension N is talking with C.O. line A and at this time B calling in , Extension N Pat the hook and press ## to make A in state of caller On Holding(A is hearing music while waiting). At this moment, Extension N also can make Call Pick Up(input # 9), Call Transfer, Dialing Out etc.··· if Extension N will restore the connection with C.O. line, just input * # 9

- **1.The default setting of caller on holding's duration time is in 120 sec(refer to 3.18.4).**
  2. A extension can holding several calling,

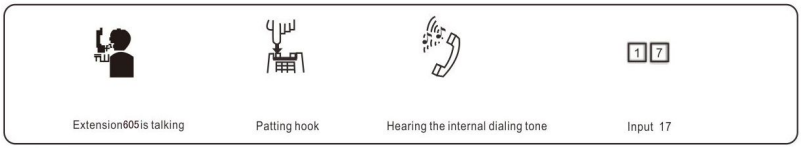
4.6 Call Transfer (External Call)

4.6.1 Transfer to one certain Extension

Format: Pat the hook (or press the FLASH button) then dial the Ext. number.
Description:

1、 Allow you to transfer an incoming call to another Ext.
2、 The Flash time can be set.
3、 transfer operator have two modes, please refer to 3.6.1
4、 In the process of the transfer, the C.O. line will hear holding music.

Example: Ext.605 is talking to C.O. line and want to transfer the C.O. line to Ext .607. Then Ext .605 can transfer the incoming call to Ext .607 by patting the hook (or pressing the FLASH) and dialing 607



There may be following 9 cases after a call is transferred from Ext. A to Ext. B:

1. A does not hang up and B picks up his handset .Then communication between A and B is established while the outside caller is on hold (music on

hold). Whoever hang up (A or B), the system will transfer outside caller to the other.

2. A does not hang up and B does not answer A ,A can pat the hook will restore the connection with C.O. line and stop ringing B.

3. A does not hang up and B does not answer A within 25 seconds. Then A will restore the connection with CO. line, and B will stop ringing.

4. A hangs up and B answer the call; B will answer the outside caller.

5. A hangs up and B does not answer the call within 25 seconds, call will be back to A and will ring, if A never picks up the call in 30 seconds or A is busy, the system will cut off.

6. After A pat the hook then hear the error massage, that means the system is busy, A can continue to pat the hook (or press the FLASH button) until the error massage is disappear.

7. A make invalid operation or B is busy, After System indicate with "du-d7u-du", A can repeat the operation.

8. A hangs up and B does not pick up. A pick up again and press: # 9 (If the Ext is at Direct-Dialing-Out mode, you should input: * # 9), then A will restore the connection with C.O. line.

9. The EXT. which transfer the call (pat the hook), then the Co.line will be holding status (hearing music) until the Ext. dial the right Ext. number or pat the hook again to back to him again.

4.6.2 Transfer to one certain Exts.Group

Format: Pat the hook (or press the FLASH button) then dial the Exts. Group number.

Description: 1. Allow you to transfer an incoming call to a Exts. Group,after success operate ,the members of the Exts. Group will ringing. When one of the ringing Ext. pick up, other ringing Extensions will stop ringing.

2、The other case of Exts. Group transfer is same as item 4.6.1

4.7 Call switch (call pick during conversation)

While an Exts talking with a CO.line , an Exts or a doorphone, the other CO.line calling in or the other doorphone call in and should ring this Exts, you will hear prompts beep tone(the beep for doorphone calling and CO.line calling is different). Then you can:

Operation1: Pat the hook (or press the FLASH button) ;then you will hear dial tone, press "# 9" to switch another Co.line, also you can switch to receive the call from door phone. The first conversation now is be holded(for CO.line talking), for the conversion with doorphone will be ended , when you talking with the second call,you also can Pat the hook and press # 9 to take back the first holding call.

1、when there are some calling at the same time ,CO.line calling is the prior grade to be switch, and door phone calling is second , the Co. line hold is in the third grade.

2、Answer incoming waiting call by # 9 and take back the first one by # 9 again can be repeatable as long as the you like for CO.line, but for doorphone you can only switch one time.

3、The waiting incoming call beep(prompt beep) are different for the door phone call

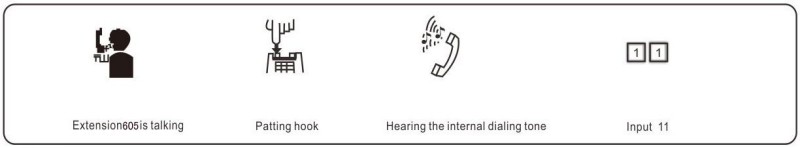
4、and the CO.line call ; The doorphone calling prompt beep is two beep(du du),and the CO.line calling prompt beep is three brief beep(du du du).

4.8 R key function

Format: Pat the hook and press # 8
Description: Use this to make a R key operation(As telephone's R key) in C.O.Line, this is always used for switching the call waiting.

4.9 Secretary Function(Outgoing Call Transfer Function)

Format: Pat the hook then dial the Ext number
Description: This function let you make an outgoing call from one Ext then divert and connect other Ext. to C.O. line
Example: Ext .605 makes an outward call then transfers the call to Ext. 601.

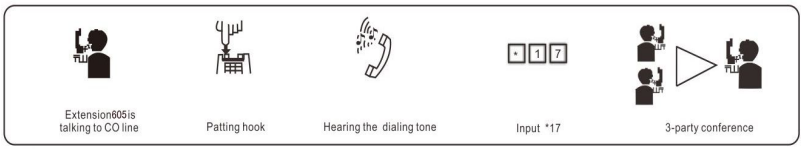


1. You should input the Ext number within 5 seconds after patting the hook (or press FLASH button) and hearing the internal dialing tone, otherwise you'll be came back to the C.O. line again .

2. You can uniform manage the system by using C.O. line Restriction and Secretary Function, Such as: the operator uniform books the long distance calls, then transfer to the needed.

4.10 Three Way Conference (1 C.O. Line and 2 Exts)

Format: Pat the hook (or press FLASH button) and # and Ext .number
Description: Allows you to add a third party to a two-party conversation and make a three-party conference. You can have only two Ext. with one C.O. line.
Example: Ext. 605 is talking to C.O. line caller and he want to transfer the call to 607. Then 605, 607 and C.O. line can talk at the same time.



1. There may be following 2 cases after a call is transferred from A to B.

a. A does not hang up and B picks up his handset. Then communication amount A B and C.O. line is established, whoever hang up (A or B), the system will transfer outside call to another one.

b. A does not hang up and B does not answer A within 25 seconds. If Ext. B does not answer A within 25 seconds, then A will restore the connection with C.O. line, and B will stop ringing.

2. The EXT. which transfer the call (pat the hook), then the Co.line will be holding status (hearing music) until the Ext. dial the right Ext. number or pat the hook again to back to him again.

4.11 Set & Clear other Ext. Call forwarding through Programming Extensions

You can set other Ext. call forwarding through Programming Extensions

Format: #26Nabcd

Explanation: to set No.N Ext. transfer incoming calls automatically to desired Ext.abcd

Format: # 26N*ABCDEF#

Explanation: to set No.N Ext. transfer incoming calls automatically to the desired outside ABCDEF number

Format: #26N#

Explanation: Clear directly forwarding setting for No.N Ext.

Format: #26#

Explanation: Clear directly forwarding setting for all Ext.

Format: #27Nabcd

Explanation: to set No.N Ext. transfer incoming calls to desired Ext.abcd when No.N Ext. is busy or nobody available after 30 seconds(call forward time,refer to 3.18.3)

Format: #27N*ABCDEF#

Explanation : to set No.N Ext. transfer incoming calls to will be transferred to the desired outside ABCDEF number when No.N Ext. is busy or nobody available after 30 seconds(call forward time,refer to 3.18.3)

Format: #27N#

Explanation: Clear busy (or nobody available) forwarding setting for No.N Ext.

Format: #27#

Explanation: Clear busy (or nobody available) forwarding setting for all Ext.

Format: #25#

Explanation: Clear any settings of call forwarding for all Ext. whether directly forwarding setting or busy (nobody available) forwarding setting.

Format: # 28NTT

Explanation: to set No.N Ext. call transfer to external number talking time (TT = 01-99, units: 10 seconds) The default setting is TT=09, total 90s(80s talking time,10s alarm time)

Description: <abcd> is desired Ext number to be transferred, abcd=11 – 18(default number) N: Ext. series No ,N=1-8 (N=1 means Ext.601… N=8 means Ext.608)

- 1.When power failure, refer to 3.19.3, this setting will be stored or not.
  2.Transfer to external number setting is not available in this setting.
  3. The settings can be inputted only for Programming Extensions
  4. If the Ext is at Direct-Dialing-Out mode, you should input one more * key before you setting.

4.12 Call Forwarding

4.12.1 Setting Call Forwarding Directly（Manager/Secretary function）

Format: # 81 abcd then hang up

Explanation: <abcd> is desired Ext number. This is at Indirect-Dialing-Out mode.

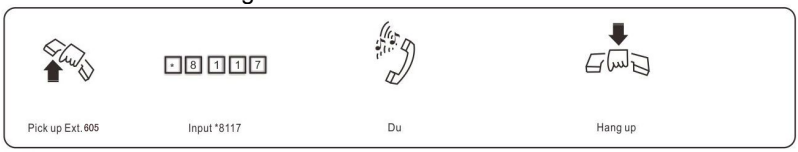
Description: Allows the Ext user to transfer incoming calls automatically to desired Ext. Also this is Manager/Secretary function ;Use manager's Ext. to make this operation, abcd is the Secretary Ext. number. Allow the manager Ext user to transfer incoming calls automatically to Secretary Ext.

Format: # 81 * ABCDEF #

Explanation: ABCDEF is a 1-16 bit number, if no enough digits, press # to supplement it. A=0-9. This is at Indirect-Dialing-Out mode.

Description: Allows the Ext user to transfer incoming calls automatically to the desired outside ABCDEF number.

Example: The user of Ext. 605 wants to go to 607 for work then he can forward all the incoming calls of 605 to 607



1. In Direct-Dialing-Out mode, you should set with * # 81 abcd(or *#81ABCDED#) and clear with*# 81#.

2. Before setting, use #81#(or#80) to clear other settings.

3. If you setting # 81 * ABCDEF #,then the setting # 81abcd is disable automatically.

4. When power failure, refer to 3.19.3, this setting will be stored or not.

4.12.2 Clear Setting Call Forwarding Directly

Format: # 81 # then hang up
Description: Clear setting call forwarding directly of this extension.
Note: 1.If the Ext is at Direct-Dialing-Out mode, you should input: * # 81.
2.Allow you to cancel this function with format #80 (refer to 4.17.)

4.12.3 Call Forwarding When Ext is Busy or Nobody Available

Before you can setting this function,you must use #81# and #82# (or #80)to cancel all the function of call forwarding setting .
Format: # 82 abcd then hang up
Explanation: <abcd> is desired Ext number. This is at Indirect-Dialing-Out mode.
Description: If a Ext is busy or nobody available after 20 seconds (refer 3.18.3), the incoming call will be transferred to desired Ext. automatically.
Format: # 82 * ABCDEF #
Explanation: ABCDEF is a 1-16 bit number, if no enough digits, press # to end it ; ABCDEF is key 0-9. This is at Indirect-Dialing-Out mode.
Description: If a Ext is busy or nobody available after 20 seconds (refer 3.18.3), the incoming call will be transferred to the desired outside ABCDEF number.
Example: When the Ext. 605 is busy or no answer, then he wants to transfer the incoming calls to external user (Number is 0757 -86228930),then can pickup Ext.605 input #82*075786228930#,then hear du tone and hang up.
Note: 1. At Direct-Dialing-Out mode, you should set with * # 82 abcd (or #82*ABCDEF#) and clear with * # 82#.
2. If you setting # 82 * ABCDEF #,then the setting # 82abcd is disable automatically.
3. The two functions of Call Forwarding When Ext is Busy or Nobody Available and Call Forwarding Directly can only available in one time. and the priority function is Call Forwarding Directly.
4. When power failure, refer to 3.19.3, this setting will be stored or not.

4.12.4 Clear Call Forwarding When Ext is Busy or Nobody Available

Format: # 82 # then hang up
Description: Clear setting of call forwarding when Ext is busy or nobody available .

4.12.5 Setting Call Forwarding (to external number)talking time

Format: # 84TT
Description: Call transfer to external number talking time (TT = 01-99, units: 10 seconds) The default setting is TT=09, total 90s(80s talking time,10s alarm time)
Note: Each extension has different talking time.
Example: When set to extension A to transfer to external number M
I、When extension C call extension A, the system will transfer the call to the set external number(directly/ busy/nobody available). The operation is the

same as extension C to call the external number. And Extension A stop ringing.

II、When External user K to call extension A, the system will forward to (directly/ busy/nobody available) external number M, after connected, 2 external numbers user can talk. When the talking time is beyond the setting time (#84TT setting,default is 80s) ,then the system will send 10 seconds time DUDUDU alarm , at that time each external can press * to proceed the conversation(90s). If no operation, the system will cut off the call. Also when the conversation is over the call can be ended to press # at any time.

III、When external user K is talking with extension C, extension C transfer the talking to extension A, at that time the system will forward to (directly/ busy/nobody available) external M, after connected (if extension C doesn't hang up, it will connect to external M first, if extension C hang up, the external M will talk with external K), the operation is same to item II.

IV、when the external user K is talking with the external number M， Extension C or Extension A can pick up and key #9 to talk with two external users, talking time is not restrict ,when the Extension hang up, the system will cut off the call.

Note: While forward to external number, the system will select one CO line to proceed automatically

Note: If the Ext is at Direct-Dialing-Out mode, you should input: * # 84TT.

4.13 Inquiry Functions

Format: # 61

Description: During installing and testing of the system, it is very convenient to find the Ext number. The system use "Beep" for this purpose.

Example: After input # 61 on Ext. 603 you may hear 6 "du" , at about 1.5 seconds later , hear 10 "du" , at about 1.5 seconds later then you may hear another 3 continuous "Beep" , that mean the Ext number is 603

1. 10 continuous du stands for "0"

2. If the Ext is at Direct-Dialing-Out mode, you should input: *# 61.

4.13.1 Reporting of Ext number for Caller ID phone

Format: # 62

Example: Pick-up Ext.605 (caller ID phone), Input # 62, after hear a du then hang up, the extension will ringing one second ,and you can see the extension's physical number & current number from the telephone: 00 05 15

1、If the Ext is at Direct-Dialing-Out mode, you should input: * # 62

2、The front two digit 00 is the adding CID number(refer 3.20.1)

4.13.2 Reporting of System time

Format: # 63

Description: After input the command and hang down, telephone will ring, and the time will be displayed in your caller identify telephone.
Format: # 66
Description: After input the command and hang down, telephone will ring, and the date will be displayed in your caller identify telephone.

4.13.3 Reporting of PBX System Version

Format: # 64
Description: After input the command and hang down, telephone will ring, and the system version will be displayed in your caller identify telephone.

4.13.4 Reporting of PBX System Status.

Format: # 6 5
Description: display operation refer to above instruction.
After make this setting ：
on Ext.601, will display the system test status (only for factory test purpose).
Ext.602 display 16 bytes digits, sequence is day starting time (four bytes, hour/minute)—lunch starting time – lunch ending time – night starting time

4.14 Priority Access and Monitoring

Format: # 7 M
Explanation: M: the C.O. line port number. M = 1 - 3
Description: Establish direct connection with C.O. line regardless whether or not this line is occupied. This feature ensures the director or owner of a company monitor the C.O. line communication.
Example: Priority access to C.O. line 3.then you can pick up Ext.601 input #73 to access the No.3 Co.line .
Format: # 7 7abcd Establish direct connection with desired Ext. while it is used
Explanation: M: C.O. line port number <abcd> is desired Ext number.
Description:. This feature ensures the director or owner of a company monitor the C.O. line or No.N Ext. number conversation.
Example: Priority access to C.O. line 3 then pick up Ext.601 input #73

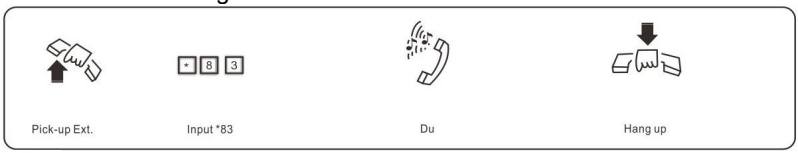
1. Only Ext.601 has priority access
2. If the Ext is at Direct-Dialing-Out mode, you should input: * # 7 M.
3. The monitor is responsible for the legal issues resulting from the operation.

4.15 Setting Don't Disturb / Clear

4.15.1 Setting Don't Disturb

Format: # 83

Description: If “Don’t Disturb” is set for the extension, then this extension will not ring.



If the Ext is at Direct-Dialing-Out mode, you should input: *# 83

4.15.2 Clear Don’t Disturb

Format: Pick-up the handset
Description: To cancel “Don’t disturb’ function, you just pick up the handset.

4.16 Clear Extension Function Setting

Format: # 8 0
Description: This command will clear all function that extension set, such as No disturbing/Call divert/Call forwarding/C.O. line booking etc. This command has no effect to other extension.

If the Ext is at Direct-Dialing-Out mode, you should input: * # 80

4.17 Call All Extension

Format: #88

If the Ext is at Direct-Dialing-Out mode, you should input: *# 88

Chap5 Maintenance&Troubleshooting

5.1 Outgoing calls can't be made

1). C.O. line is set to special Extension;
2). Extension hangs up improperly;
3). CPU and internal data is disorder caused by unstable power.
4). Call restriction class is 6.

5.2 Outside calls can't dial in

1). The conjunction of C.O. line loose;
2). C.O. line was connected to other equipment;
3). No message recording at auto-operator mode.

5.3 Intercom can't be made

1). Extension hangs up improperly;
2). Extension number wrong.

BREAKDOWN	CAUSE	SOLUTION
Running light malfunction	Power off	Check the power socket and Power supply
No sound from extension	Disconnected wiring or malfunction of telephone.	Reconnect the wiring or try to remove the telephone's failure
Cacophony	Bad connection	Screw down the joint
	The distributing of line is not reasonable	Leave telephone from the disturbing source
Bad tone	Mix using of non-standard telephones	Use the standard telephones
No incoming telephone display	Devoid function of incoming telephone display	Write application to telecommunication office
	Wrong setting of No-disturbing and it status.	Rescind the No-disturbing and set incoming telephone display
Dial-out malfunction	Exterior line disconnected	Connect to the exterior line
	Exterior line is not connected well	Check whether the line is connected well
Limited calling time	Time limited	Rescind the limit
Cannot program the telephone	Wrong coding	Check the programming extension and use the right code
Others	Others	Refer to professional

Chap 6 Glossaries

Programming extension------Extension No.601, 602, 603, 604

EFGH----------4 digits of programming password

N----------Series number of the extensions (1-8 with corresponding input ports 1-8) (one digits)

abcd----------Number of the extension(1-8999,except for the digits with the first digit of 0 or 9,outward code of special trunk line, in equal length)is accordance with N.

M----------Series number of the exterior line (No.1-3with corresponding input ports of Line 1- 3, thereinfo, 206---M=1-2; 208---M=1-2; 308---M=1-3)

P----------Licensed Group Number (01-16)

Q----------First-digit restrict group number (01-16)

ABCD----------Licensed or restricted number of first 1-4 digits, end for #

L----------Service grade (Grade of private passwords or outgoing call), grade 0-6

TT----------Time in minute for call duration control, ranges from (01 to 99)

F----------Flash time class.

Chap 7 Default Settings

●C.O. line: 206/308 are in Disable status.

● Operating mode: All C.O. line in Operator mode,

● Dialing out mode: in Indirect-Dialing-Out mode, dialing “9” for outgoing

● Original EXT number: 601 to 608 and Operator: Ext. 602

●Intercom CID number not add digits

● Day/night mode ext access C.O. line: all extensions

●Day/night operator mode Ring Ext.: Ext.601 and Ext.602 ring.

●Day/night mode Extension service class assignment: 1

● Time Restriction: No

● Flash time: 1.0s

● Outgoing Exts. Assign to Certain C.O. lines: No

● Restrict Item A / Item B: No setting

● Special Calling-out Number: No setting

● The first&second Exts.Group number :No setting

● The member of the first Exts.Group: 601-604

The member of the second Exts.Group: 605-608

● Auto-attendant Mode no Dial/Answer Process: cut off the calling.

●Day/night mode:Manuel switching,day mode.

●Exts. Groups working mode: normal calling mode

●Fax Detecting function is Disable

Chap 8 System Programming & Operation Instruction

8.1Index of Basic Operation

No.	Description	Indirect-Dialing-Out mode Command	Direct-Dialing-Out mode
1	Set to day status in manual mode	# 2 0	*# 2 0
2	Set to Night status in manual mode	# 2 1	*# 2 1
3	Outward Dialing	9 + desired number	desired number
4	Outward Dialing by a Exclusive Line	# 1 M	*# 1 M
5	Outward Redialing	Redial key	Redial key
6	Intercom calling extension	Ext. number	*+Ext . number
7	Intercom calling Exts.Group	Exts. Group number	* + Exts.Group number
8	Co line&Extension booking	Press # while hear busy tone	
9	Call Transfer	Pat hook + Ext number(or Exts.Group number)	
10	Secretary Function	Pat hook + Ext number	
11	3-Party Conference Call	Pat hook + * + Ext number	
12	Caller on holding	Pat hook + ##	
13	Call Pickup for certain Ext.	# 3+ Ext number	*# 3 + Ext number
14	Call Pickup for all calling	# 9	*# 9
15	Call switch	Pat hook + # 9	
16	R key(for waiting call function on the same line)	Pat hook + # 8	
17	Call Forwarding Directly	setting: #81 +Ext .number setting:#81+*+External. number	*# 81+Ext. Number *#81+*+External. number
		clear : # 81#	*# 81#
18	Call Forwarding when Ext is busy or nobody available	Setting: #82 +Ext. number setting: #82+*+External. number	*# 82+Ext. number *#82+*+External. number
		clear : # 82#	*# 82#

19	CO line/Extesion booking	press# (when hear busy tone)	press # (when hear busy tone)
20	Automatic Reporting of Ext number (voice)	# 61	*# 61
21	Reporting of Ext number for caller ID phone	# 62	*# 62
22	Connect with Operator Directly	0	* 0
23	Priority Access and Monitoring (only Ext.601)	# 7 M	* # 7 M
24	Setting Don't disturb	# 8 3	*#83
25	Call all extensions	#88	*#88
26	Clear extension function setting	#80	*#80
27	Function code & Office code setting	Function code *, office code #	000010#
		Function code #, office code *	000011#

8.2 Index of system programming

No	Description		Command
1	Start the System Programming		(*) # * EFGH
2	Change the System Password		09 EFGH#
3	Return to Default Setting		0000 #
4	System Date/Time setting	Set year/month/date of system	01YYMMDD#
		Setting Hour/Minute of system	02 HHTT#
		Set week of system	020000W #
5	Set day/night mode in automatically changing mode		0 4 0#
6	Set day/night mode in manual changing mode		0 4 1#
7	Day/Night work time setting	day mode start time	0 4 2 HH TT #
		night mode start time, HH-hour (24), TT-minute	0 4 3 HH TT #
		Lunch start time, HH-hour (24), TT-minute	0 4 4 HH TT #
		Lunch end time, HH-hour (24), TT-minute	0 4 5 HH TT #
8		Enable weekend mode	0 4 8 0 #

	Weekend mode setting	function	
		disable weekend mode function	0 4 8 1 #
		set from Monday to Sunday as work day	04900 #
		set week W as work day	0 4 9 0 W #
		set from Monday to Sunday as weekend day	0 4 9 1 0 #
		set week W as weekend day	0 4 9 1 W #
9	Enable all C.O. lines		0600 #
10	Disable all C.O. lines		0610 #
11	Enable No. M C.O. line		060M #
12	Disable No. M C.O. line		061M#
13	Using the OGM day & night		0440#
14	Using the OGM in day mode		0441#
15	Using the OGM at night mode		0442#
16	Set OGM to be one paragraph mode		0451#
17	Set OGM to be two paragraph mode		0452#
18	Set OGM to be three paragraph mode		0453#
19	Set OGM to be four paragraph mode		0454#
20	OGM Recording (multiple paragraphs mode)		1 2 M #
21	OGM playing (multiple paragraphs mode)		13M#
22	Recording one paragraph OGM		1200#
23	play and monitor one paragraph OGM		1300#
24	All C.O. lines in Auto-attendant Mode		10 #
25	C.O. line M in Auto-attendant Mode		10 M #
26	All C.O. lines in Operator Mode		11 #
27	C.O. line M in Operator Mode		11 M #
28	OGM Recording		12 #
29	OGM Play		13 #
30	Monitor Holding Music		14 #
31	Setting Operator		15 N #
32	OGM busy in auto-attendant	Waiting	1540#
		Transfer to operator	1541#
33	External Transfer Mode		1530# or 1531#
34	No dial in auto-attendant	Release C.O. line	160#
		Transfer to operator	161# or 1610#

		Transfer to operator mode ringing extension	1616#
35	System option for transfer to a no answer Ext	Call back the extension	162#
		Don't call back	163#
36	Dialing Extension Busy process in auto-attendant	Line break when busy	165#
		Transfer to operator	1650#
		send prompt tone to the extension	1655#
		transferred to the operator mode ringing extension	1656#
37	No Answer process in auto-attendant	Cut off C.O.Line	166#
		Transfer to operator	1660#
		transferred to the operator mode ringing extension	1666#
38	System CRBT in auto-attendant	Disable CRBT function	167#
		Call the operator directly	1670#
		call the operator mode Ringing Extensions	1676#
39	Power Failure Conservation	Not conservation	170#
		Conservation	171#
40	Set Exts groups in the meeting work mode		168#
41	Set Exts groups in the normal work mode		169#
42	Disable add digits for intercom CID		180 #
43	Add KK in intercom CID number		180 KK #
44	Internal Call Ringing Time		4 9 4 TT#
45	Setting duration of switch signal		185TT#
46	Operator Dialing/Transfer Ringing Time		4 9 6 TT#
47	No Answer Transfer Time/ Call forwarding Time		1 8 4 TT#

48	Direct-Dialing-Out mode for Ext.N		2 N 0 #
49	Indirect-Dialing-Out mode for Ext.N		2N1 #
50	Direct-Dialing-Out mode for all the Exts.		20 #
51	Indirect-Dialing-Out mode for all the Exts		21 #
52	Del all member in the first Exts. Group		390#
53	Add member in the first Exts.Group		390 N_1 N_2 … N_R * N_S .. N_T #
54	Del all member in the second Exts. Group		391#
55	Add member in the second Exts.Group		391 N_1 N_2 … N_R * N_S .. N_T #
56	Enable Exts N ring When No.M C.O line calling(in day mode)		30MN0#
57	Disable Exts N ring When No.M C.O line calling(in day mode)		30MN1#
58	Disable all Exts ring When No.M C.O line calling(in day mode)		30M#
59	Enable Exts N ring When No.M C.O line calling(in night mode)		31MN0#
60	Disable Exts N ring When No.M C.O line calling(in night mode)		31MN1#
61	Disable all Exts ring When No.M C.O line calling(in night mode)		31M#
62	Assign dialing-out class L for certain Ext. N		40NL #
63	Assign dialing-out class L for all Exts		40L #
64	Restrict the Certain Numbers from item A		41 Q ABCD #
65	To cancel the restriction of item A		41 #
66	To clear group Q of restriction item A		41Q#
67	Restrict the Certain Numbers from item B		42 Q ABCD #
68	To cancel the restriction of item B		42 #
69	To clear group Q of restriction item B		42Q#
70	Assign Special Calling-out Numbers		43 P ABCD #
71	To cancel the permission of special calling-out numbers		43 #
72	To cancel group P of special calling-out numbers.		43 P #
73	Time Restrict Setting		6N TT #
74	To cancel time restrict		6N00 #
75	assign NO.N EXT. to use C.O.line M in day mode		70MN0#
76	To restrict the NO.N EXT. to use C.O line M in day mode		70MN1#
77	Allow all Exts. to use C.O line M in day mode		70M0#
78	To restrict all Exts. to use C.O line M in day mode		70M1#
79	Assign the No.N Ext. to use t C.O.line M in night mode.		71MN0#
80	To restrict the No.N Ext. to use C.O line M in night mode.		71MN1#
81	Allow all Exts. to use C.O line M in night mode		71M0#
82	To restrict all Exts. to use C.O line M in night mode		71M1#
83	Setting the connector port for Door-phone	set the first doorphone	80N#
		set the second	81N#

		doorphone	
		clear the first doorphone	8000#
		clear the second doorphone	8100#
84	Clear all extensions assigned to the doorphones		82#
85	Assign Ext. N to be the ring extensions when the doorphone calling		82N#
86	The Exts number return to the default setting		9000 #
87	To change the first Exts.Group number to new number "abcd"		990abcd#
88	To change the second Exts.Group number to new number "abcd"		991 abcd#
89	To change the Ext.N to new number "abcd"		9Nabcd #

Appendix I Abbreviated-dialing

This function allow the Extensions to make a external call with only dialing two digits series No.(one serial number indicate a string of real phone number).

1.1 Programming setting

The follows format should be in programming status:

Format : 46 # to clear all Abbreviated-Dialing Numbers.
46K# to clear the Abbreviated-Dialing Number of groups K
46KABCD…# to set the Abbreviated-Dialing Number of groups K

Explanation:

1. K is the group number for Abbreviated-Dialing numbers, K is from 01 to 96. You can set at most 96 groups.
2、 ABCD… are Abbreviated-Dialing numbers. The longest numbers can be 16 digits.

1.2 Operating instruction

For normal phone :

Format: Pick up and dial #70 + the group number (01-96)

Example: you set the telephone number 0757-86228930 as the first group Abbreviated-Dialing number: Pick up Ext.601, dial into program state (*#*0000) and hear DU tone. Then dial 46 #(first setting better to input this instruction to clear all data) , hear du tone then input 46 01008675786228930. After this setting, you can pick up one extensions and dial #70 01,the system will find an avail outside line and then will dial 0086-757-86228930 for you to save time and effort .

Appendix II Auto FAX Detect function

This function allow the system detect the incoming fax call, and automatic transfer to the Fax extension.

2.1 Programming setting

Format: 470# disable fax detecting function
470N# setting ext.N is fax and disable fax detecting function
471K# setting detected fax signal number, that is the system will maintain the signal when detected number K

Description: In auto-attendant mode, when the calling from outside fax, the system will ring the fax extension.

Operating instruction

1、This function only available when the system is in auto-attendant mode
2. The recording time must over 10s, it's better record all the space(that is when use 13M#, you should keep the recording till you hear system beep tone)
3. The Fax machine should be set in auto receiving mode.

Appendix III Intelligent Routing select (LCR)

3.1 Intelligent Route select functions

Intelligent Route select functions (Automatic least-cost routing (LCR) function), this functions will allow you to use the new &cheap communications network. The system has two models to execute this function:

Manual-select the least-cost routing model: when the user dial out, the system will select the least-cost routing according to the outgoing access-code.

Auto-select the least-cost routing model: When the user dial out, the system will select the least-cost routing according to the routing numbers which is set in the system.(the user no need to dial any special access-code, the system will select routing intelligently.

The system will make the trunk line to two types: (trunk line=C.O. line)

Normal trunk line (C.O. line): normal Telecom trunk line

Special trunk line: it means the communications network of New telecom carriers / VOIP / GSM / CDMA…..etc, which can offer the cheap rate for some international call, some domestic-long-distance-call.

3.2 Programming setting

The follows format should be in programming status:
Format: 0700#
Description: Initial setting for Routing-function ,In default setting ,Routing

function disable, the system treat all C.O. line as normal trunk line.
Format： 0710#
Description: Routing function enable and In Auto-select the least-cost routing model
Format: 0711#
Description: Routing function disable, also cancel the system In Auto-select the least-cost routing model
Format: 0720#
Description: Routing function enable and the system In Manual-select the least-cost routing model
Format: 0721#
Description: Routing function disable, also cancel the system In Manual-select the least-cost routing model
Format: 0730#
Description: The system will go to the normal trunk line if the special trunk line is busy.
Format: 0731#
Description: Don't allow the system use the normal trunk line if the special trunk line is busy.
Format: 0732#
Description: The system will go to the special trunk line if the normal trunk line is busy.
Format: 0733#
Description: Don't allow the system use the special trunk line if the normal trunk line is busy.
Format: 0740#
Description: allow the normal trunk line outgoing & incoming.
Format: 0741#
Description: Don't allow the normal trunk line outgoing.
Format: 0750#
Description: allow the special trunk line outgoing & incoming
Format: 0751#
Description: Don't allow the special trunk line outgoing.

Setting the trunk line to Normal trunk line / Special trunk line

Format: 0760#
Description: all trunk lines are set as the Normal trunk line
Format: 076M#
Description: The trunk lines NO.M is set as the Normal trunk line (M=1-3)
Format: 0770#
Description: all trunk lines are set as the Special trunk line
Format: 077M#
Description: The trunk lines NO.M is set as the Special trunk line(M=1-3).
Setting outgoing access-code for Special trunk line
Format: 078K#
Description: In Manual-select the least-cost routing model, setting outgoing access-code K for Special trunk line.

Remark：1. K=1, 2…..8 (K can't be outgoing code 9 or 0)
2. K can't be same as the first digit of extension number

Setting the certain numbers for Routing to Special trunk line

(In Auto-select the least-cost routing model)

Format: 08#
Description: Clear all the certain numbers for Routing to Special trunk line .We recommend the user to use this format before setting the certain numbers for routing, which can clear the previous storage.
Format: 08QABCD#
Description: Setting a certain number starting with ABCDEFGH for Routing to Special trunk line
Format: 08Q#
Description: Clear the certain number of group Q for Routing to Special trunk line

Remark：1. ABCD is the initial digits of the calling number for Routing to Special trunk line, ABCD can be 1 digit to 4 digits, for example: IT can be: 0, 52,139,1790..etc.
2. Q is the series number from 01 to 16, Q is 2 digits.

3.3 Operating instruction

1、Enable/Disable the CO.line
2、Setting the trunk lines to Normal trunk line / Special trunk line
3、Enable Routing function & Setting Auto-select or Manual-select the least-cost routing model
4、In Manual-select the least-cost routing model,setting Outgoing access-code (K) for Special trunk line
5、In Auto -select the least-cost routing mode setting the certain numbers for Routing to Special Trunk line then operating as follows:

In Manual-select the least-cost routing model

If the extension is in indirect dialing-out mode,
Use the Normal trunk line: Pick up the handset ⟶ Dialing 9 out ⟶ the calling number
Use the Special trunk line: Pick up the handset ⟶ Dialing K out ⟶ the calling number

If the extension is in direct dialing-out mode, Pls note: you must input* to enter the intercom status

In Auto-select the least-cost routing model

You can dial out same as before. If the number you dialed belong to the certain number setting for Routing to Special trunk line, then the system will auto-select the Special trunk line to dial out. Otherwise the system will go to the normal trunk line to dial out.

Remark：In Auto-select the least-cost routing model, when the extension in intercom status or outward status ,he always hear the internal tone.

Appendix IV IP dialing function

IP-dialing means when the extension make a outward call, then the system will add IP prefix number automatically before dialing telephone.
This system allow you to set two groups IP number, each number correspond to any C.O. Lines

4.1 Programming setting

The follows format should be in programming status:

4.2 Enable/Disable IP Dialing function,

Format: 8400# disable IP dial function for all C.O. line, normally dialing shouldn't add IP numbers.
84N# disable IP-dialing function for No. N Ext
8500# enable IP-dialing function for all the extensions.
85N# enable IP-dialing function for No. N Ext
8803# all outward calling use IP prefix number
8804# enable special C.O. line (trunk line) IP dial function, only call special telephone number use IP prefix number.
8800# cancel 8803# and 8804# setting functions.

4.3 IP Prefix Number Setting

Format: 83ABCD + off-hook
Description: ABCD---IP prefix number, the longest number is 60 digits, 0…9, # is the dialed number, * mean pause, one * mean pause 1s, can use more * to add waiting time.
Example: 1. IP prefix number is 17909, input 8317909+off-hook
2. 200 card IP number (guide number 200, voice number is 1, account 123456789#, password 1234#, that input 83200**123456789#91234#*, and then hang up). Note the IP number just can store

4.4 IP Prefix Dialing

- As per normal dialing mode(direct dialing-out mode/indirect dialing-out mode both ok)to dial the number, system will auto add IP prefix.

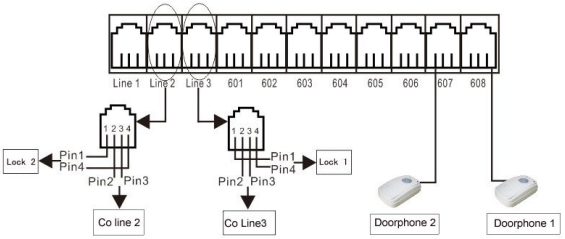
1、This operation is available when the Ext is enabled auto IP dialing function.
2、When select CO line dialing, system will not auto add IP prefix.
3、IP Prefix dialing function should be combined operated with LCR function. For detailed application, please contact manufacturer.
Example : The system use one type C.O. line, International calling and domestic long-distance calling should add IP-prefix number to make low cost.
Step1: Enable auto LCR function , in Programming status input 0710 #;

Step2: setting all trunk lines as the Normal trunk line, into programming status, input 0760 #;
Step3: Setting the prefix number of LCR, for example dial 0-prefix is long-distance, then into programming status, input 08 #, 08010 #, after this setting 0 is set as a special number (already included 00 for International call)
Step4: Setting set Normal C.O. line IP prefix number; for example IP-prefix number is 17909, then in Programming status input 8317909 and off hook.
Step5: Enable special C.O. line (trunk line) IP dial function, only call special telephone number use IP prefix number.
Setting set Normal C.O. line IP prefix number, then in Programming status input 8804#.
Step6: if you when to set all extensions to use IP-dialing function then input 8500 # in the programming status. Also you can disable any extensions. After above setting ,when you pick up the extension which can use IP-dialing function ,for example pick up 11 dial 9 0757 86228930 ,9 is outgoing code, then the system will find an available C.O. line and call 17909 075786228930.

Appendix VI Door-phone Functions

5.1 Connections instruction:

The system can be connected with two door-phone



The system offer up to two door opener (door-open switch, connect with the wire of electron -controlled lock.) interfaces,and the system can define two extensions to be doorphone.

5.2 Setting Door-phone function

Below setting must in programming status,use program extension (601-604) , refer 3.1 and 3.2.1

5.2.1 Setting the connector port for Door-phone

Format: 80N# set the first doorphone (N is ext no.1-8)
81N# set the second doorphone
8000# clear the first doorphone
8100# clear the second doorphone

Default: not set doorphone

5.2.2 Doorphone ringing Extensions Assignment

Format: 8 2 #
Description: Clear all extensions assigned to the doorphones .
Format: 8 2 N#
Description: Assign Ext. N to be the ring extensions when the doorphone calling
NOTE:1、In default setting: Ext.601 &Ext.602 is assigned to all doorphone call.
2、Maximum 8 extensions can assigned to the doorphones.

5.2.3 Door phone call autc transfer to CO line setting

Description: Details refer to the CO line transfer setting in the chapter "Call forwarding when busy or no body answering", you can set call forwarding directly to CO line, or busy/no body answering transfer to CO line two modes.
Example: set the 1st door phone(Ext.608 port), when no body answering, forwarding the call to CO line 13312345678, the conversation time with CO line is 60s each time, then off hook Ext.601, press #2708*13312345678#, after hear beep tone, hang up and then pick up handset, press #280806, when hear a beep, the setting is ok.
Once setting success, when press door phone, the internal extension will ring, if someone answer the call, then the call is established, if no one answering, then the call will be forwarded to another setting C.O line.

5.2.4 Setting Duration ot switch Signal

Format : 1 8 5 TT#
Explanation: TT = 01-99 opener action time is TT*0.1s
Description: Setting the door opener action time (the relay for door opener's shutting time).
Description: If you press key to open the door, the unlock signal will be kept in a few seconds. You can set the duration of unlock signal to match your electron-controlled lock.
In default setting, TT=4,means 0.4s.

5.3 Operating Instruction

5.3.1 Door phone call & Door opener (call internal extension)

When door phone call internal Extensions,then press the doorphone calling and press*0(or *1 or*2) to open the door lock.
Description: when visitor press the special door-phone,The extensions assigned to the doorphone will ringing, at this moment the door-phone will be at the status of music on hold (if nobody answer after 25s,the system will send a busy tone to door-phone),you pick up the operator extension

and can talk to the visitor. While the other ring Exts.will stop ringing.

- During talking with the doorphone ,the Extension input * 0 to open the corresponding door lock.(the first and the third Door-phone corresponding to the the first door lock, the second and the fourth corresponding to the the second door lock)
- During talking with the doorphone ,the Extension input * 1 to open the first door lock.
- During talking with the doorphone ,the Extension input * 2 to open the second door lock.

1、Each Extension can pick-up the call and open the door when the visitor press the door-phone

. **2、When visitor press the special door-phone, If the extensions assigned to the doorphone are all busy at this moment, the system will send a busy tone to door-phone, in the mean time, the extensions will hear a du-du-du awaiting indication (but very short).**

3、the system should have 3 ringing tones available for different calls:

-one for the internal calls
-one for the doo rphone call
-one for the C.O.line incoming calls

5.3.2 Door phone call & door opener(forwarding to C.O line)

Description: When door phone call is forwarded to C.O line, during the conversation, the C.O line receiver press *0 or *1 or *2 can open the door lock, during conversation, press * * can prolong the conversation time, during conversation, press # to close the call. Before 10s of the conversation ending, system will send a continuous beep tone, you can press * to prolong the conversation time, system will stop sending the alert tone, otherwise system will auto close the call.

5.3.3 Door-open directly

Format: Off hook +Pick-up + # 18 to open the first door lock directly.
Format: Off hook +Pick-up + # 19 to open the second door lock directly.
Description: use any extension to action the N.O. relay to switch one time for many different controls (gate, light, camera...).